

PS Talent Manager for Hiring Manager



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PS Talent Manager for Hiring Manager

Welcome to the PeopleSoft Talent Manager for Hiring Managers training module. In this module you will learn the tasks necessary to efficiently navigate the hiring process within PeopleSoft. Please complete each module in the "Try It" phase. Once you have completed all modules, launch the quiz to test your knowledge. You will need to pass this quiz in order to obtain access to utilize these modules within PeopleSoft. If you have any questions, please contact the Talent Acquisition team at 1-855-773-4647, option 2.

Job Opening

All vacancies must be submitted to and approved by the Strategic Hiring Committee prior to advertising and filling the position. Upon notification of a vacancy, notify your human resources team who will submit the vacancy for approval on your behalf, per agency business process.

As the hiring manager, you will be notified via email from your Human Resources team or via automated workflow when the Strategic Hiring Committee has approved your vacant position (PCN). Upon receipt of this correspondence you are welcome to begin the process of creating the job bank posting. Below is an example of the automated workflow message should your agency utilize this feature:

Greetings!

The following PCN/vacancy has been approved by the Strategic Hiring Committee.

Position Number: 10065405

Posting Title: Recruitment Associate

Recruiter: Heather Whitaker

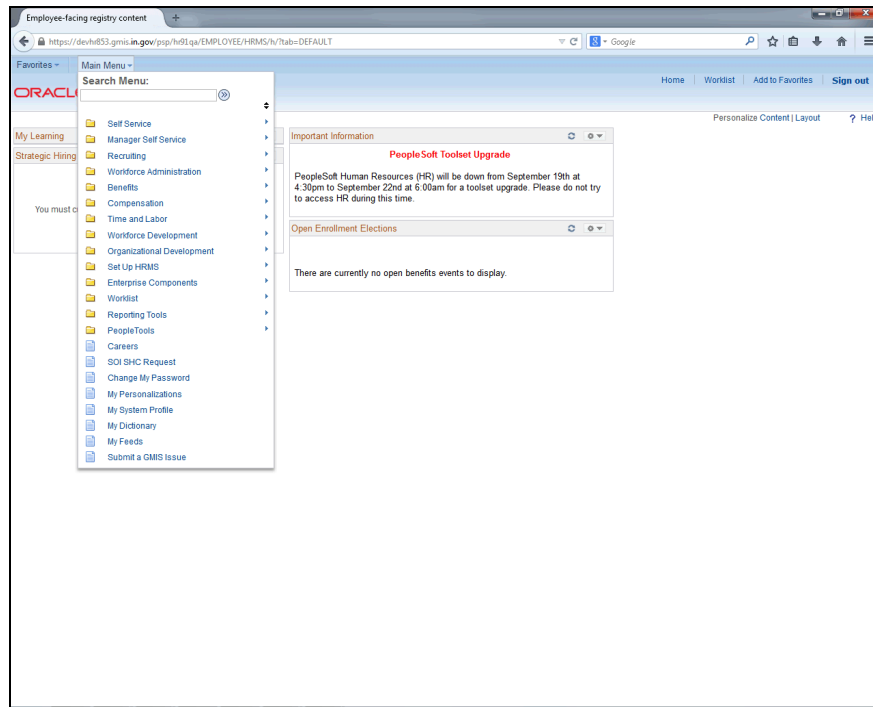
Per your normal agency business process, a job bank posting will need to be created within the next 30 days. A quick step guide can be viewed here (<http://in.gov/spd/files/Job-Aid-Create-New-Job-Opening.pdf>) should you find it helpful when creating the posting. If you have questions or concerns pertaining to this process, please contact your agency Recruiter.

NOTE: The steps in this module assume your vacant position number (PCN) was submitted to the Strategic Hiring Committee as a Vacancy Request by your Human Resources team. If your vacancy was submitted as something other than as a Vacancy Request, you will need to build your posting from scratch. Contact your recruiter for a quick step guide.

Create Job Bank Posting

In this section you will learn how to create a job opening for an approved vacancy with the goal of obtaining an appropriate candidate pool from which to select and hire. Job bank postings should be listed as an At-A-Glance view of the position.

Procedure



| Step | Action |
|------|---|
| 1. | From the Main Menu, click the Recruiting link. Recruiting |
| 2. | Click the Create New Job Opening link. Create New Job Opening |
| 3. | In the Business Unit Field, enter your agency Business Unit. |
| 4. | Press [Tab] to populate the information. |
| 5. | In the position field, enter the position number (PCN) for the vacancy. NOTE: The position number must be approved by the Strategic Hiring Committee (SHC). |
| 6. | Press [Tab] . |
| 7. | Click the Continue button. Continue |

| Step | Action |
|------|--|
| 8. | <p>Review the information on this tab.</p> <p>If you have more than one approved position number (PCN) within the same division that have the same job code and job description you are welcome to include all PCN's on one posting so as to only have one applicant pool from which to select candidates.</p> <p>To add more than one approved PCN, enter the appropriate amount of approved PCN's in the Target Openings field. Press the Tab button. You will receive a warning message that headcount is different from position, click OK. Scroll to the section for positions and click on the Add Positions link. Click on the magnifying glass. In the Position Number field, enter the next position number that has been approved by the SHC. Click OK. To add more position numbers follow these steps until all approved positions have been added. Make sure the number in the Target Openings match the number of position numbers you have entered into the list.</p> |
| 9. | <p>Review the information on this tab.</p> <p>If this is a field position, it may not have an associated Recruiting Location or you may wish to add more than one recruiting location. If there is not a recruiting location listed, click the magnifying glass icon to find an appropriate location. To add more than one recruiting location, contact your recruiter. No changes are necessary if there is already a Recruiting Location listed.</p> |
| 10. | <p>OPTIONAL: At the bottom of the page, enter the name of the Employees Being Replaced exactly as it is in PeopleSoft. Click the magnifying glass icon to search by Employee ID if necessary.</p> |
| 11. | <p>Click the Next Step link.</p> <p>Next Step</p> |
| 12. | <p>Review the information on the Min Requirements page; however, make no changes.</p> <p>Click the Next Step link.</p> <p>Next Step</p> |
| 13. | <p>The Recruiter will add appropriate information, if necessary, on the Competencies page.</p> <p>Click the Next Step link.</p> <p>Next Step</p> |
| 14. | <p>This Posting Title was entered when the vacancy request was submitted to the Strategic Hiring Committee.</p> <p>For this example, Click the Human Resources Generalist 2--Benefits link.</p> <p>NOTE: You <u>must</u> click the link before clicking 'Save as Draft' or 'Save and Submit'. Otherwise, the posting information added during the vacancy request process will not populate.</p> |

| Step | Action |
|------|---|
| 15. | <p>Review the pre-populated information listed in the sections on this page: Posting Title, Equal Employment Opportunity, Benefits, Preferred Experience, Responsibilities (if listed), and Job Description. Edit as necessary; however, all full-time postings should include each of these sections with the exception of Responsibilities. If no Responsibilities are listed/need to be listed for this posting, you can remove this section by clicking the trash can icon in the top right corner of the Responsibilities section.</p> <p>NOTE: All sections will default with a view of Internal and External meaning any applicant can apply. Should you wish the posting to be viewed by only internal State employees, change all sections to Internal Only. External Only is not recommended. Internal applicants should always be given the opportunity to apply to all positions.</p> <p>NOTE: If nothing pre-populates on this page, this means that the position was submitted to the Strategic Hiring Committee as something other than as a Vacancy Request (i.e. reclassification, etc) or you've already clicked the 'Save as Draft' or 'Save and Submit' button. If your vacancy was submitted as something other than as a Vacancy Request, you will need to build your posting from scratch. Contact your recruiter for a quick step guide. If you had already clicked the 'Save as Draft' or 'Save and Submit' buttons, you will need to start over from step 1 of this Create New Job Opening process.</p> |
| 16. | <p>If necessary you can add a section that is not listed. Typical uses of other Posting Descriptions/Description Types:</p> <p>Additional Comments- Use this if there is something out of the ordinary about the job. For example, 'Successful candidate will be on call for 24 hours a day, three days a week.'</p> <p>Hire Salary- Use this if you have been authorized to hire above the minimum salary.</p> <p>Other Information- This field should only be an option for DNR and DOC per agency practice.</p> <p>To add a section that is not listed, click the Add Posting Descriptions link.</p> <p>Add Posting Descriptions</p> |

Create New Job Opening

State of Indiana HRG https://devhr833.gmis.in.gov/pdp/h01qa/EMPLOYEE/HRMS/c/HRM_HRPM_HRS_JO_LAUNCH.GBL?FolderPath=PORTA

Home | Worklist | Add to Favorites | Sign out

ORACLE

Add Posting Descriptions

*Visible: Internal and External

*Description Type: External Only
Internal Only
Internal and External

Description:

Add Posting Descriptions

*Visible: Internal and External

*Description Type: Benefits

| Step | Action |
|------|--|
| 17. | Click the Visible list and select the option that matches the other sections. |

Create New Job Opening

State of Indiana HRG https://devhr833.gmis.in.gov/pdp/h01qa/EMPLOYEE/HRMS/c/HRM_HRPM_HRS_JO_LAUNCH.GBL?FolderPath=PORTAL_ROOT_OBJECT_HJC_I

Home | Worklist | Add to Favorites | Sign out

ORACLE

Add Posting Descriptions

*Visible: Internal and External

*Description Type: Additional Comments
Benefits
Equal Employment Opportunity
Hire Salary
Job Description
Preferred Experience
Responsibilities

Description:

Add Posting Descriptions

| Step | Action |
|------|--|
| 18. | <p>Click the Description Type list and select the appropriate option.</p> <p>For this example, select Additional Comments. Then add the additional information into the Description Field.</p> <p>Additional Comments</p> |

The screenshot displays the 'Create New Job Opening' interface in Oracle HRMS. It features two identical sections for adding posting descriptions. In the top section, the 'Visible' dropdown is set to 'Internal and External', the 'Description Type' dropdown is set to 'Additional Comments', and the 'Description' text area contains the text: 'Successful candidate will be on call 24 hours a day, three days a week.' The bottom section has the 'Visible' dropdown set to 'Internal and External', the 'Description Type' dropdown set to 'Benefits', and the 'Description' text area contains the text: 'Benefits Statement'. Both sections include a rich text editor toolbar with various formatting options.

| Step | Action |
|------|--|
| 19. | After you have reviewed and/or edited all necessary posting information, scroll down to the Posting Destination section. |
| 20. | <p>Review the listed posting destinations and make changes if necessary. If no changes are made, your job opening will be posted to both internal and external candidates starting on the day the Recruiter approves the posting and will expire after 14 calendar days. If you would like to change the amount of time your job is posted to the job bank, change the Posting Duration (Days) section to a more appropriate number. Contact your agency Recruiter with questions.</p> <p>NOTE: If you changed your Visible fields to Internal Only, you will need to delete the line for External by clicking the trash can icon to the right of Posting Duration.</p> |

Create New Job Opening

Oracle

Home | Worklist | Add to Favorites | Sign out

Add Posting Descriptions

*Visible: Internal and External

*Description Type: Job Description

*Description: Job Description

Description:

Job Description:

The Indiana State Personnel Department is currently seeking a Benefits Specialist within the Benefits Division of the State Personnel Department. A Benefits Specialist is responsible for administration of various statewide employee benefits programs such as health, dental, vision, and life insurance and flexible spending accounts. In addition, the candidate oversees administration of the disability and workers compensation program.

Add Posting Destinations

| Destination | *Posting Type | Relative Open Date | Post Date | Remove Date | Posting Duration (Days) |
|-------------|---------------|--------------------|------------|-------------|-------------------------|
| Internet | Internal | Approve DI | 09/18/2014 | 10/02/2014 | 14 |
| Internet | External | Approve DI | 09/18/2014 | 10/02/2014 | 14 |

OK Cancel Preview

| Step | Action |
|------|--|
| 21. | Click the Preview button to review the posting as an applicant will view it. Preview |
| 22. | Review the information on this page and then click the Return to Previous Page link. Return to Previous Page |
| 23. | Click the OK button. OK |
| 24. | Click the Next Step link. Next Step |
| 25. | The Recruiter will add appropriate information on the Education/Experience page. |
| 26. | Click the Next Step link. Next Step |

Create New Job Opening

https://dev-h53.gmis.in.gov/jsp/hfd1.qa/EMPLOYEE/HRMS/c/HRMS_HRPM4_HRS_JO_LAUNCH.GBL?FolderPath=PORTAL_ROOT_OBJECT.HCJ

Oracle

Job Opening Status: 005 Draft
 Job Title: Human Resources Generalist 2
 Position Number: 10002789 Human Resources Generalist 2
 Business Unit: 00070 State Personnel Department

Save & Submit Save as Draft Cancel Previous Step Next Step

Job Info. Min. Requirements Competencies Posting Info. Education/Experience Screening Hiring Team

Additional Job Specifications Find | View All First 1 of 1 Last

Job Code: 002H42 ☒ Primary Job Code

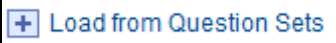
Select the Add Screening Questions hyperlink to add one question at a time to the Job Opening. Select the Load from Question Sets hyperlink to add a question set containing one or more questions to the Job Opening. Alternatively select a new question from the prompt or change an existing question by selecting a different question from the prompt. To delete a question, select the delete icon against the question you wish to delete.

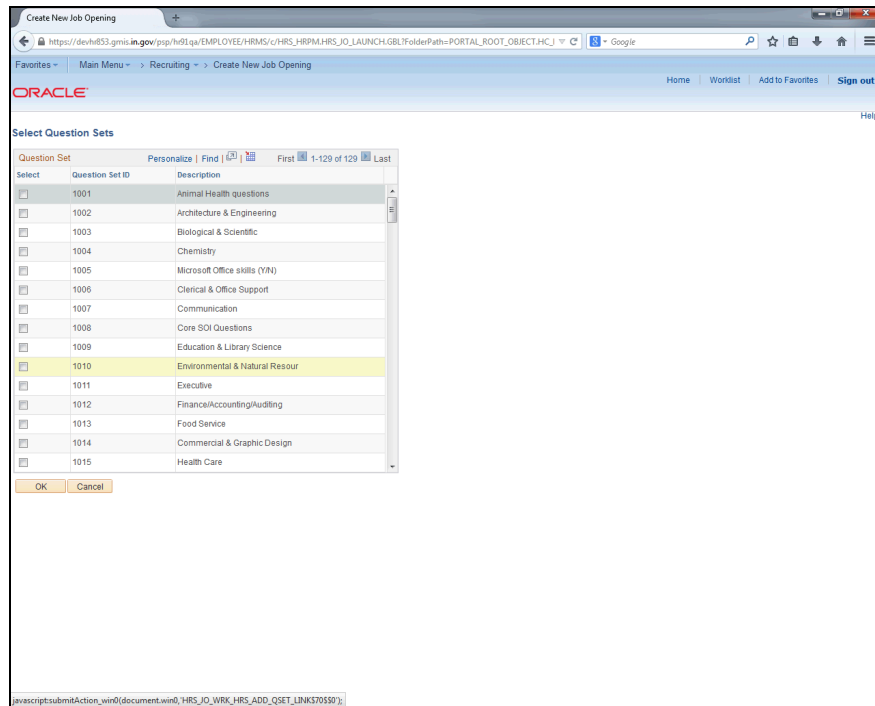
Screening Questions

| Question | Question Order | Action |
|-------------------------------|----------------|------------------|
| Prescreen Age Category | 1 | View Answers |
| Prescreen US Work Eligibility | 2 | View Answers |
| Supervisory experience | | View Answers |
| Discharged by any employer | | View Answers |
| Years of relevant experience | | View Answers |
| Driver's License | | View Answers |
| Relative Question | | View Answers |
| Military Veteran | | View Answers |
| SOI Dismissal | | View Answers |
| Verification of Information | | View Answers |
| Online - Preferred Experience | | View Answers |
| Open Ended Pref Exp | | Enter Evaluators |
| Sponsor Requirement | | View Answers |
| Employed at SPD | | View Answers |
| Human Resources Certification | | View Answers |

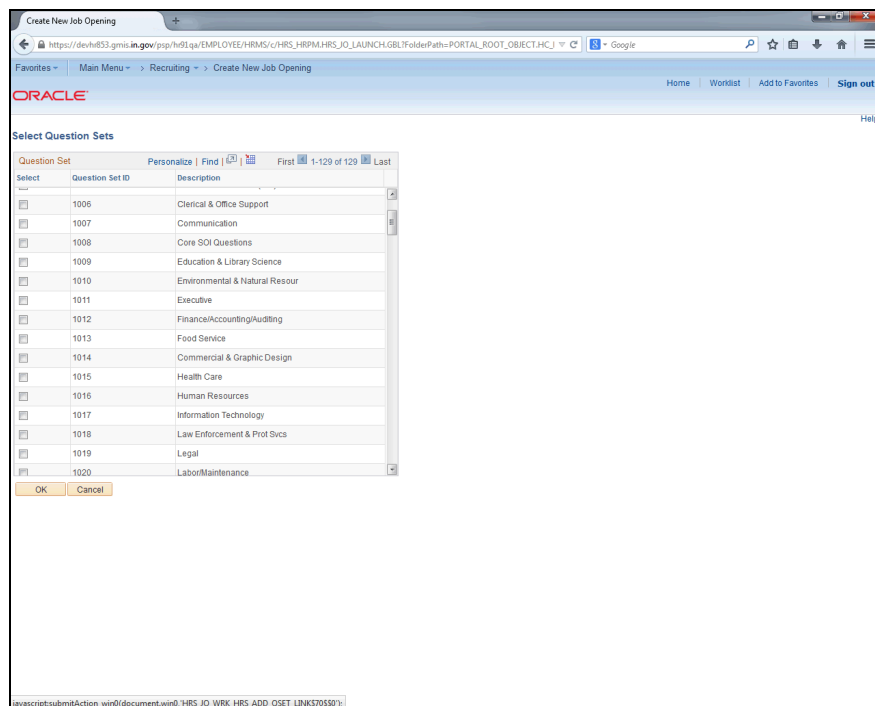
☒ Add Screening Questions ☒ Load from Question Sets


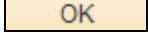



Select the Add Screening Options hyperlink to add screening levels to this Job Opening. Select the hyperlink for a particular screening level to further refine that level's screening requirements.

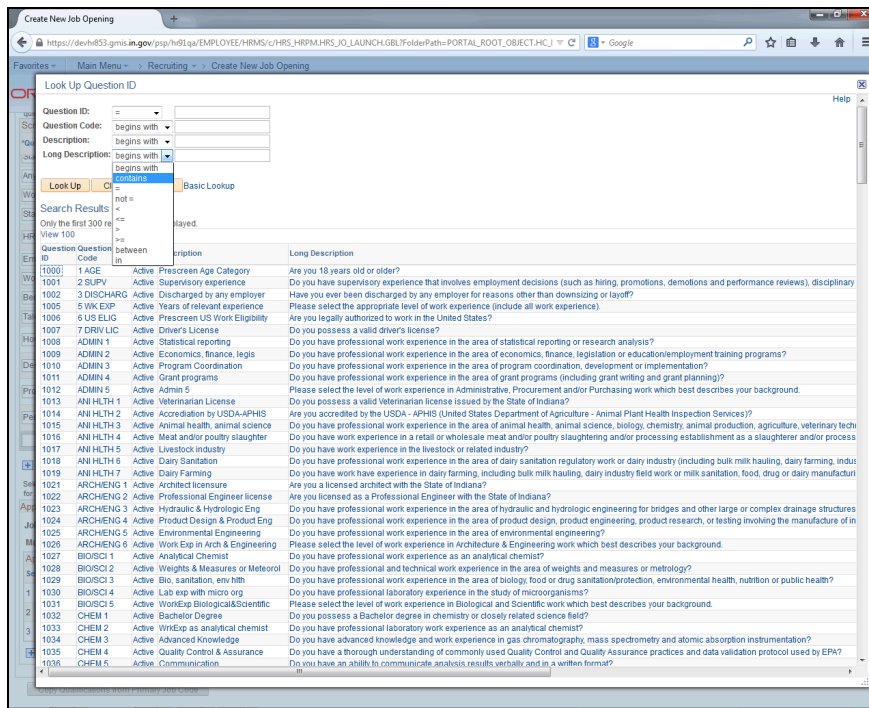
| Step | Action |
|------|---|
| 27. | <p>All Core SOI Screening Questions have been added and should not be deleted.</p> <p>In an effort to better streamline the applicant pool, it is recommended that job specific screening questions be asked of each applicant. For best results, add a job category question set or individual job specific screening questions. For a full list of screening questions or to have questions and/or question sets added to the database, contact your Recruiter.</p> <p>Should you wish to add job specific question sets, click the Load from Question Sets link.</p> <div>  </div> |



| Step | Action |
|------|--|
| 28. | Scroll down to view the current question sets. |



| Step | Action |
|------|---|
| 29. | Select the Check Box to the left of any relevant question set you wish to add to your posting. For this example select the Human Resources checkbox.  |
| 30. | Click the OK button.  |
| 31. | To view the questions once added, click the View Answers link to the right of the line that was added and then click Return. NOTE: To delete any unnecessary questions, click the Trash Can icon next to the question.  |
| 32. | As a reminder, it is recommended that you add job specific screening questions in an effort to best streamline the applicant pool. For a full list of screening questions or to have questions added to the database, contact your agency Recruiter. Should you wish to add individual job specific screening questions, click the Add Screening Questions link.  |
| 33. | Click the Look up Question graphic to search for appropriate questions.  |



The screenshot shows a web browser window with the URL https://dev4853.gmso.in.gov/jsp/hd/qa/EMPLOYEE/HRMS/c/HRMS_HRPM_HRS_JO_LAUNCH.GBL?FolderPath=PORTAL_ROOT_OBJECT_HCI. The page title is "Create New Job Opening". The navigation bar includes "Main Menu", "Recruiting", and "Create New Job Opening".

The main content area is titled "Look Up Question ID". It contains a search form with the following fields:

- Question ID: []
- Question Code: []
- Description: []
- Long Description: []
- Look Up: []
- Basic Lookup: []

Below the search form, there is a table of search results. The table has columns for "Question ID", "Question Code", "Description", and "Long Description". The results are filtered to show only the first 300 results.

| Question ID | Question Code | Description | Long Description |
|-------------|---------------|--|--|
| 1000 | 1 AGE | Active Prescreen Age Category | Are you 18 years old or older? |
| 1001 | 2 SUPV | Active Supervisory experience | Do you have supervisory experience that involves employment decisions (such as hiring, promotions, demotions and performance reviews), disciplinary |
| 1002 | 3 DISCHARG | Active Discharged by any employer | Have you ever been discharged by any employer for reasons other than downsizing or layoff? |
| 1005 | 5 WK EXP | Active Years of relevant experience | Please select the appropriate level of work experience (include all work experience). |
| 1006 | 6 US ELIG | Active Prescreen US Work Eligibility | Are you legally authorized to work in the United States? |
| 1007 | 7 DRVR LIC | Active Driver's License | Do you possess a valid driver's license? |
| 1008 | ADMIN 1 | Active Statistical reporting | Do you have professional work experience in the area of statistical reporting or research analysis? |
| 1009 | ADMIN 2 | Active Economics, finance, legis | Do you have professional work experience in the area of economics, finance, legislation or education/employment training programs? |
| 1010 | ADMIN 3 | Active Program Coordination | Do you have professional work experience in the area of program coordination, development or implementation? |
| 1011 | ADMIN 4 | Active Grant programs | Do you have professional work experience in the area of grant programs (including grant writing and grant planning)? |
| 1012 | ADMIN 5 | Active Admin 5 | Please select the level of work experience in Administrative, Procurement and/or Purchasing work which best describes your background. |
| 1013 | ANI HLTH 1 | Active Veterinarian License | Do you possess a valid Veterinarian license issued by the State of Indiana? |
| 1014 | ANI HLTH 2 | Active Accreditation by USDA-APHIS | Are you accredited by the USDA - APHIS United States Department of Agriculture - Animal Plant Health Inspection Services? |
| 1015 | ANI HLTH 3 | Active Animal health, animal science | Do you have professional work experience in the area of animal health, animal science, biology, chemistry, animal production, agriculture, veterinary techni |
| 1016 | ANI HLTH 4 | Active Meat and/or poultry slaughter | Do you have work experience in a retail or wholesale meat and/or poultry slaughtering and/or processing establishment as a slaughterer and/or process |
| 1017 | ANI HLTH 5 | Active Livestock industry | Do you have work experience in the livestock or related industry? |
| 1018 | ANI HLTH 6 | Active Dairy Sanitation | Do you have professional work experience in the area of dairy sanitation regulatory work or dairy industry (including bulk milk hauling, dairy farming, indu |
| 1019 | ANI HLTH 7 | Active Dairy Farming | Do you have work experience in dairy farming, including bulk milk hauling, dairy industry field work or milk sanitation, food, drug or dairy manufactur |
| 1021 | ARCHENG 1 | Active Architect licensure | Are you a licensed architect with the State of Indiana? |
| 1022 | ARCHENG 2 | Active Professional Engineer licensure | Are you licensed as a Professional Engineer with the State of Indiana? |
| 1023 | ARCHENG 3 | Active Hydraulic & Hydrologic Eng | Do you have professional work experience in the area of hydraulic and hydrologic engineering for bridges and other large or complex drainage structures |
| 1024 | ARCHENG 4 | Active Product Design & Product Eng | Do you have professional work experience in the area of product design, product engineering, product research, or testing involving the manufacture of in |
| 1025 | ARCHENG 5 | Active Environmental Engineering | Do you have professional work experience in the area of environmental engineering? |
| 1026 | ARCHENG 6 | Active Work Exp in Arch & Engineering | Please select the level of work experience in Architecture & Engineering work which best describes your background. |
| 1027 | BIOSCI 1 | Active Analytical Chemist | Do you have professional work experience as an analytical chemist? |
| 1028 | BIOSCI 2 | Active Weights & Measures or Metrology | Do you have professional and technical work experience in the area of weights and measures or metrology? |
| 1029 | BIOSCI 3 | Active Bio, sanitation, env hith | Do you have professional work experience in the area of biology, food or drug sanitation/protection, environmental health, nutrition or public health? |
| 1030 | BIOSCI 4 | Active Lab exp with micro org | Do you have professional laboratory experience in the study of microorganisms? |
| 1031 | BIOSCI 5 | Active WorkExp Biological/Scientific | Please select the level of work experience in Biological and Scientific work which best describes your background. |
| 1032 | CHEM 1 | Active Bachelor Degree | Do you possess a Bachelor degree in chemistry or closely related science field? |
| 1033 | CHEM 2 | Active WorkExp as analytical chemist | Do you have professional laboratory work experience as an analytical chemist? |
| 1034 | CHEM 3 | Active Advanced Knowledge | Do you have advanced knowledge and work experience in gas chromatography, mass spectrometry and atomic absorption instrumentation? |
| 1035 | CHEM 4 | Active Quality Control & Assurance | Do you have a thorough understanding of commonly used Quality Control and Quality Assurance practices and data validation protocol used by EPA? |
| 1036 | CHEM 5 | Active Communication | Do you have an ability to communicate analysis results verbally and in a written format? |

| Step | Action |
|------|---|
| 34. | Change the Long Description drop down to Contains and then enter the appropriate keywords into the blank field. <div>contains</div> |

Look Up Question ID

Question ID:

Question Code:

Description:

Long Description:

Search Results

Only the first 300 results can be displayed.

View 100

| Question ID | Question Code | Status | Description | Long Description |
|-------------|---------------|--------|---------------------------------|--|
| 1000 | 1 AGE | Active | Prescreen Age Category | Are you 18 years old or older? |
| 1001 | 2 SUPV | Active | Supervisory experience | Do you have supervisory experience that involves employment decisions (such as hiring, promotions, demotions and performance reviews), disciplinary |
| 1002 | 3 DISCHARG | Active | Discharged by any employer | Have you ever been discharged by any employer for reasons other than downsizing or layoff? |
| 1005 | 5 WK EXP | Active | Years of relevant experience | Please select the appropriate level of work experience (include all work experience). |
| 1006 | 6 US ELIG | Active | Prescreen US Work Eligibility | Are you legally authorized to work in the United States? |
| 1007 | 7 DRVR LIC | Active | Driver's License | Do you possess a valid driver's license? |
| 1009 | ADMIN 1 | Active | Statistical reporting | Do you have professional work experience in the area of statistical reporting or research analysis? |
| 1009 | ADMIN 2 | Active | Economics, finance, legis | Do you have professional work experience in the area of economics, finance, legislation or education/employment training programs? |
| 1010 | ADMIN 3 | Active | Program Coordination | Do you have professional work experience in the area of program coordination, development or implementation? |
| 1011 | ADMIN 4 | Active | Grant programs | Do you have professional work experience in the area of grant programs (including grant writing and grant planning)? |
| 1012 | ADMIN 5 | Active | Admin 5 | Please select the level of work experience in Administrative, Procurement and/or Purchasing work which best describes your background. |
| 1013 | ANI HLTH 1 | Active | Veterinarian License | Do you possess a valid Veterinarian license issued by the State of Indiana? |
| 1014 | ANI HLTH 2 | Active | Accreditation by USDA-APHIS | Are you accredited by the USDA - APHIS (United States Department of Agriculture - Animal Plant Health Inspection Services)? |
| 1015 | ANI HLTH 3 | Active | Animal health, animal science | Do you have professional work experience in the area of animal health, animal science, biology, chemistry, animal production, agriculture, veterinary techn |
| 1016 | ANI HLTH 4 | Active | Meat and/or poultry slaughter | Do you have work experience in a retail or wholesale meat and/or poultry slaughtering and/or processing establishment as a slaughterer and/or process |
| 1017 | ANI HLTH 5 | Active | Livestock industry | Do you have work experience in the livestock or related industry? |
| 1018 | ANI HLTH 6 | Active | Dairy Sanitation | Do you have professional work experience in the area of dairy sanitation regulatory work or dairy industry (including bulk milk hauling, dairy farming, indu |
| 1019 | ANI HLTH 7 | Active | Dairy Farming | Do you have work experience in dairy farming, including bulk milk hauling, dairy industry field work or milk sanitation, food, drug or dairy manufactur |
| 1021 | ARCHENG 1 | Active | Architect licensure | Are you a licensed architect with the State of Indiana? |
| 1022 | ARCHENG 2 | Active | Professional Engineer licensure | Are you licensed as a Professional Engineer with the State of Indiana? |
| 1023 | ARCHENG 3 | Active | Hydraulic & Hydrologic Eng | Do you have professional work experience in the area of hydraulic and hydrologic engineering for bridges and other large or complex drainage structures |
| 1024 | ARCHENG 4 | Active | Product Design & Product Eng | Do you have professional work experience in the area of product design, product engineering, product research, or testing involving the manufacture of m |
| 1025 | ARCHENG 5 | Active | Environmental Engineering | Do you have professional work experience in the area of environmental engineering? |
| 1026 | ARCHENG 6 | Active | Work Exp in Arch & Engineering | Please select the level of work experience in Architecture & Engineering work which best describes your background. |
| 1027 | BIOSCI 1 | Active | Analytical Chemist | Do you have professional work experience as an analytical chemist? |
| 1028 | BIOSCI 2 | Active | Weights & Measures or Metrology | Do you have professional and technical work experience in the area of weights and measures or metrology? |
| 1029 | BIOSCI 3 | Active | Bio, sanitation, env hith | Do you have professional work experience in the area of biology, food or drug sanitation/protection, environmental health, nutrition or public health? |
| 1030 | BIOSCI 4 | Active | Lab exp with micro org | Do you have professional laboratory experience in the study of microorganisms? |
| 1031 | BIOSCI 5 | Active | WorkExp Biological/Scientific | Please select the level of work experience in Biological and Scientific work which best describes your background. |
| 1032 | CHEM 1 | Active | Bachelor Degree | Do you possess a Bachelor degree in chemistry or closely related science field? |
| 1033 | CHEM 2 | Active | WorkExp as analytical chemist | Do you have professional laboratory work experience as an analytical chemist? |
| 1034 | CHEM 3 | Active | Advanced Knowledge | Do you have advanced knowledge and work experience in gas chromatography, mass spectrometry and atomic absorption instrumentation? |
| 1035 | CHEM 4 | Active | Quality Control & Assurance | Do you have a thorough understanding of commonly used Quality Control and Quality Assurance practices and data validation protocol used by EPA? |
| 1036 | CHEM 5 | Active | Communication | Do you have an ability to communicate analysis results verbally and in a written format? |

| Step | Action |
|------|---|
| 35. | Click the Look Up button. <div>Look Up</div> |
| 36. | Review the options presented and then click the appropriate Question link to add to posting. <div>Travel within State</div> |
| 37. | You should now see the question you just added. To add more individual screening questions, repeat the previous steps. |
| 38. | Click the Next Step link. <div>Next Step</div> |
| 39. | Review the individuals listed on the Hiring Team Page and make any necessary changes. <p>NOTE: To add another Hiring Manager or Interested Party, click the Add Hiring Manager (or Add Interested Parties) link and enter the appropriate name in the field or use the magnifying glass icon to search. Individuals listed in the Hiring Manager field must have appropriate access in PeopleSoft. Contact your agency Recruiter with questions.</p> <p>Click the Save & Submit button.</p> |

| Step | Action |
|------|---|
| 40. | <p>Make note of the Job Opening ID at the top of the page.</p> <p>NOTE: Once you click the Save & Submit button, the individual listed as Recruiter will receive workflow to review the posting and approve. Individuals listed as Hiring Manager(s) and Interested Party(s) will receive workflow once the posting has been approved and is posted to the job bank.</p> |
| 41. | End of Procedure. |

View Applicant Information

In this section you will learn the various methods with which to view applicant information. These methods include automated workflow, process reports and the Manage Applicants page of the posting.

The most efficient way to view applicant information is via automated workflow containing PDF applications that will be emailed to the hiring team within five (5) business days from the posting expiration date. Additionally, users can process application reports based on Applicant ID or Job ID. Finally, additional applicant information can be viewed from the Manage Applicants page of the posting.

Workflow

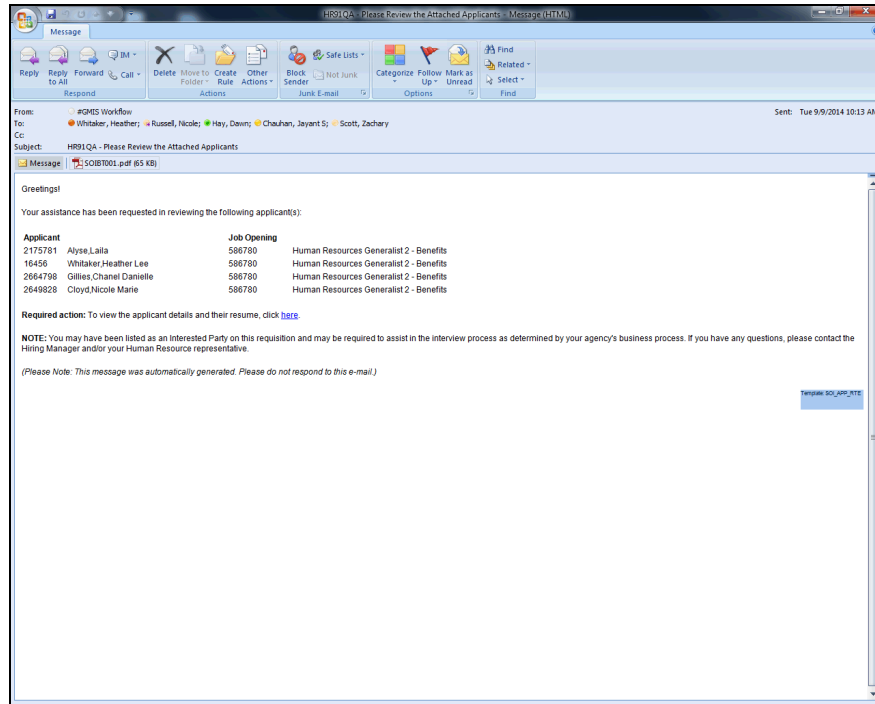
This section discusses the automated screening process and subsequent workflow that is sent to the hiring team. Once the job bank posting expires, the candidates that successfully applied will undergo an automated screening process based on their answers to the screening questions asked of them during the application process. The agency Recruiter will route the candidates that pass screening to the hiring team who will then receive two automated workflow messages. This section details the workflow messages that will be sent and their corresponding details and attachments.

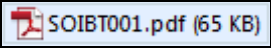

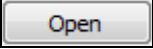
NOTE: This module specifically focuses on the workflow initiated due to the screening/routing process as stated above; however, automated workflow is incorporated into numerous processes throughout the PeopleSoft hiring lifecycle. Hiring managers and interested parties will receive workflow:

- 1) When a vacant position number has been approved to post and fill by the Strategic Hiring Committee
- 2) When a job bank posting has been approved by the agency recruiter
- 3) When applicants have been routed to the hiring team
- 4) When the background check for the top candidate (as determined by the hiring manager) has been initiated by HR
- 5) When the offer letter has been sent to the top candidate by HR

Procedure

In an effort to provide hiring managers with a qualified and more streamlined applicant pool, recruiters only route the top 25 candidates based on their screening points. The points are derived from the screening criterion that was established by the manager and/or recruiter when the posting was created and how the applicants answered each screening question. Contact your recruiter should you wish to review more candidates.



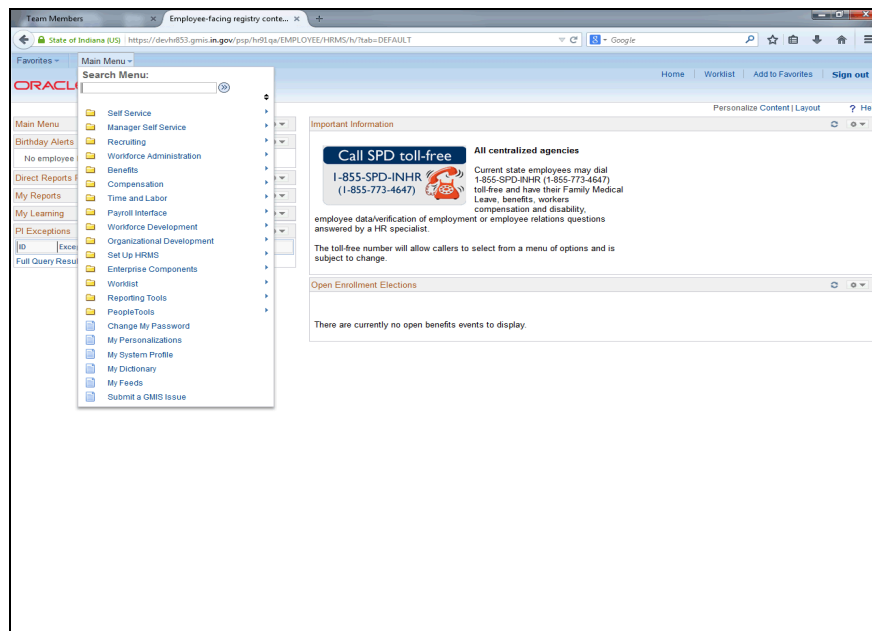
| Step | Action |
|------|--|
| 1. | <p>This is an example of one of the automated workflow messages which contains the list of routed applicants and a PDF attachment. The attachment contains the employment applications of each candidate routed to you by the Recruiter. Open the attachment to review the applications.</p> <p>Double-click the PDF Document link.</p>  |
| 2. | You can review the applications digitally or print them from this document. |
| 3. | <p>This is an example of the other automated workflow message which contains a spreadsheet listing all candidates that successfully submitted their application, whether they passed or failed screening, and their associated screening points. This email also details instructions regarding reviewing applications based on preferred experience and veterans' preference.</p> |
| 4. | <p>Double-click the Excel File link to open the spreadsheet containing the list of applicant information.</p>  |
| 5. | <p>Click the Open button.</p>  |

| Step | Action |
|------|--|
| 6. | <p>For your convenience, this spreadsheet contains the names of the applicants that passed screening, their associated screening points based on how they answered the screening questions, whether they are an internal state employee or an external applicant as well as their email address. You are welcome to sort and format this list if necessary.</p> <p>NOTE: An 'X' in the Review field means that the applicant indicated that they have been arrested or convicted of a crime that hasn't been expunged or sealed by a court. You can view the information they listed in the conviction section via their application or from the Manage Applicants page of the posting.</p> |
| 7. | End of Procedure. |

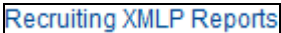
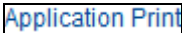
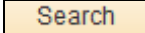

Application Report by Job ID

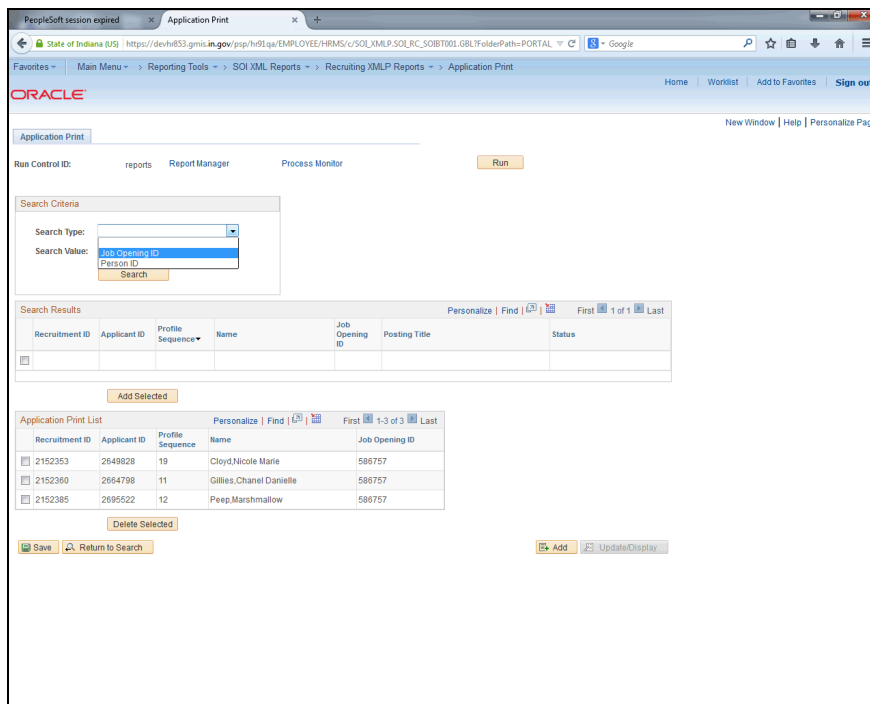
This section is used by Hiring Managers and HR staff to run a report resulting with a PDF of application(s) using a specific job opening ID. This feature is primarily used when you are interested in looking at all applicants or a select group of applicants who have applied to your posting (i.e. all applicants in the "route" status).

Procedure



| Step | Action |
|------|---|
| 1. | <p>From the Main Menu, click the Reporting Tools link.</p> <p>Reporting Tools</p> |
| 2. | <p>Click in the SOI XML Reports field.</p> <p>SOI XML Reports</p> |

| Step | Action |
|------|--|
| 3. | Click in the Recruiting XMLP Reports field.  |
| 4. | Click the Application Print menu.  |
| 5. | Enter your Run Control ID and click the Search button. NOTE: If you've never processed reports within PeopleSoft, you can create a Run Control ID by clicking the Add a New Value tab, enter any word and then click Add . |
| 6. | Click the Search button.  |
| 7. | In the Search Criteria section, choose Job Opening ID in the Search Type drop down box. Click the Search Type list.  |



PeopleSoft session expired Application Print

State of Indiana [US] https://devh853.gmis.in.gov/psp/hv91qa/EMPLOYEE/HRMS/c/SOI_XMLP_SOLRC_SOIBT001.GBLTFolderPath=PORTAL, Google

Favorites Main Menu Reporting Tools SOI XML Reports Recruiting XMLP Reports Application Print Home Worklist Add to Favorites Sign out

ORACLE

New Window Help Personalize Page

Application Print

Run Control ID: reports Report Manager Process Monitor Run

Search Criteria

Search Type: Job Opening ID

Search Value: Person ID

Search

Search Results

| Recruitment ID | Applicant ID | Profile Sequence | Name | Job Opening ID | Posting Title | Status |
|----------------|--------------|------------------|------|----------------|---------------|--------|
| | | | | | | |


Add Selected

Application Print List

| Recruitment ID | Applicant ID | Profile Sequence | Name | Job Opening ID |
|----------------|--------------|------------------|-------------------------|----------------|
| 2152353 | 2649828 | 19 | Cloyd,Nicole Marie | 586757 |
| 2152360 | 2664798 | 11 | Gillies,Chanel Danielle | 586757 |
| 2152385 | 2695522 | 12 | Peep,Marshmallow | 586757 |

Delete Selected

Save Return to Search Add Update/Display

| Step | Action |
|------|---|
| 8. | Click the Job Opening ID value.  |

PeopleSoft session expired Application Print

State of Indiana | https://devh853.gmis.in.gov/pdp/hd01qa/EMPLOYEE/HRMS/c/SOL_XMLP_SOLRC_SOBTOOL.GBL?FolderPath=PORTAL

Oracle

Application Print

Run Control ID: reports Report Manager Process Monitor Run

Search Criteria

Search Type: Job Opening ID

Search Value: Search

Search Results

| Recruitment ID | Applicant ID | Profile Sequence | Name | Job Opening ID | Posting Title | Status |
|----------------|--------------|------------------|------|----------------|---------------|--------|
| | | | | | | |

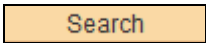

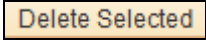


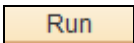
Add Selected

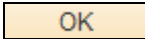



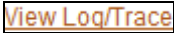
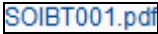
Application Print List

| Recruitment ID | Applicant ID | Profile Sequence | Name | Job Opening ID |
|----------------------------------|--------------|------------------|--------------------------|----------------|
| <input type="checkbox"/> 2152353 | 2649828 | 19 | Cloyd, Nicole Marie | 586757 |
| <input type="checkbox"/> 2152360 | 2664798 | 11 | Gillies, Chanel Danielle | 586757 |
| <input type="checkbox"/> 2152385 | 2695522 | 12 | Peep, Marshmallow | 586757 |

Delete Selected

Save Return to Search Add Update/Display

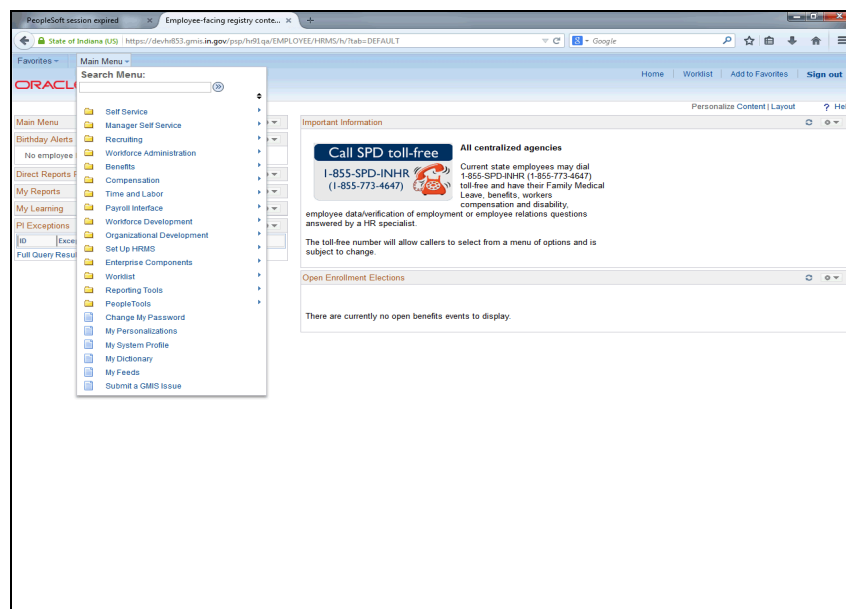
| Step | Action |
|------|---|
| 9. | Enter the Job Opening ID in the Search Value box. |
| 10. | Click the Search button.  |
| 11. | <p>The applicants that are associated with this particular job opening ID appear in the Search Results field.</p> <p>In the Applicant Print List, click in the box to the left of any applicant names that you do not want processed in this report as candidates selected for previous reports will remain in the list until deleted.</p> <p>Click the Checkbox option next to the name(s) of the candidate you wish to remove.</p>  |
| 12. | Click the Delete Selected button.  |
| 13. | In the Search Results section, click the Checkbox next to the names of the applicants you wish to review in your report.  |
| 14. | Click the Add Selected button.  |
| 15. | <p>The applicant names that have been selected will now appear in the 'Application Print List'.</p> <p>Click the Run button.</p>  |

| Step | Action |
|------|---|
| 16. | Ensure the *Type field shows 'Web' and *Format field shows 'PDF'. Click the OK button.  |
| 17. | Click the Process Monitor link.  |
| 18. | Click the Refresh button until you see 'Success' in the Run Status column and 'Posted' in the Distribution Status column.  |
| 19. | When the status shows 'Success' and 'Posted' click the Details link.  |
| 20. | Click the View Log/Trace link.  |
| 21. | Select the File List Name ending in ".pdf" to review the application in the report.  |
| 22. | A new window will open with the PDF report containing the selected candidate applications. |
| 23. | Answers to open ended questions will also appear on the applications. |
| 24. | End of Procedure. |

Application Report by Applicant ID

This section is used by Hiring Managers and HR staff to run a report resulting with a PDF of application(s) using a specific candidate's applicant ID. This feature is primarily used when you are interested in looking only at one application at a time or the most recent version of the candidate's application.

Procedure



| Step | Action |
|------|--|
| 1. | From the Main Menu, click the Reporting Tools link. Reporting Tools |
| 2. | Click in the SOI XML Reports field. SOI XML Reports |
| 3. | Click in the Recruiting XMLP Reports field. Recruiting XMLP Reports |
| 4. | Click the Application Print menu. Application Print |
| 5. | Enter your Run Control ID and click the Search button. NOTE: If you've never processed reports within PeopleSoft, you can create a Run Control ID by clicking the Add a New Value tab, enter any word and then click Add . |
| 6. | Click the Search button. Search |
| 7. | In the Search Criteria section, choose Person ID in the Search Type drop down box. Click the Search Type list. <input type="text"/> |

The screenshot displays the PeopleSoft 'Application Print' interface. At the top, there's a navigation bar with 'Main Menu', 'Reporting Tools', 'SOI XML Reports', 'Recruiting XMLP Reports', and 'Application Print'. Below this, the 'Application Print' section is active, showing a 'Run Control ID' field and a 'Run' button. The 'Search Criteria' section has a 'Search Type' dropdown set to 'Person ID' and a 'Search Value' field containing 'Person ID'. Below the search criteria, the 'Search Results' table is empty. At the bottom, the 'Application Print List' table shows three entries with columns for Recruitment ID, Applicant ID, Profile Sequence, Name, and Job Opening ID.

| Recruitment ID | Applicant ID | Profile Sequence | Name | Job Opening ID |
|----------------|--------------|------------------|-----------------------|----------------|
| 2152349 | 16456 | 134 | Whitaker, Heather Lee | 586757 |
| 2152363 | 15747 | 46 | Haggard, Jeremy Scott | 586757 |
| 2152384 | 2175781 | 57 | Alyse, Laila | 586757 |

| Step | Action |
|------|---|
| 8. | Click the Person ID value. <div>Person ID</div> |

PeopleSoft session expired Application Print

State of Indiana | https://dev-h853.gmis.in.gov/pqp/h01qa/EMPLOYEE/HRMS/c/SOI_XMLP.SOI_RC_SOBTO01.GBL?FolderPath=PORTAL

Oracle | Home | Worklist | Add to Favorites | Sign out

Application Print | New Window | Help | Personalize Page

Run Control ID: reports Report Manager Process Monitor Run

Search Criteria

Search Type: Person ID

Search Value: Search

Search Results

| Recruitment ID | Applicant ID | Profile Sequence | Name | Job Opening ID | Posting Title | Status |
|----------------|--------------|------------------|------|----------------|---------------|--------|
| | | | | | | |

Add Selected


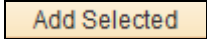



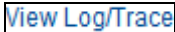
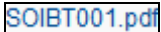
Application Print List

| Recruitment ID | Applicant ID | Profile Sequence | Name | Job Opening ID |
|----------------------------------|--------------|------------------|-----------------------|----------------|
| <input type="checkbox"/> 2152349 | 16456 | 134 | Whitaker, Heather Lee | 586757 |
| <input type="checkbox"/> 2152363 | 15747 | 46 | Haggard, Jeremy Scott | 586757 |
| <input type="checkbox"/> 2152384 | 2175781 | 57 | Alyne, Laila | 586757 |

Delete Selected

Save Return to Search Add Update/Display

| Step | Action |
|------|---|
| 9. | Enter the Person ID in the Search Value box. |
| 10. | Click the Search button. <div>Search</div> |
| 11. | <p>The applications that are associated with this particular applicant ID appear in the Search Results field.</p> <p>In the Applicant Print List, click in the box to the left of any applicant names that you do not want processed in this report as applications selected for previous reports will remain in the list until deleted.</p> <p>Click the Checkbox option next to the name(s) of the candidate you wish to remove.</p> <div><input type="checkbox"/></div> |
| 12. | Click the Delete Selected button. <div>Delete Selected</div> |

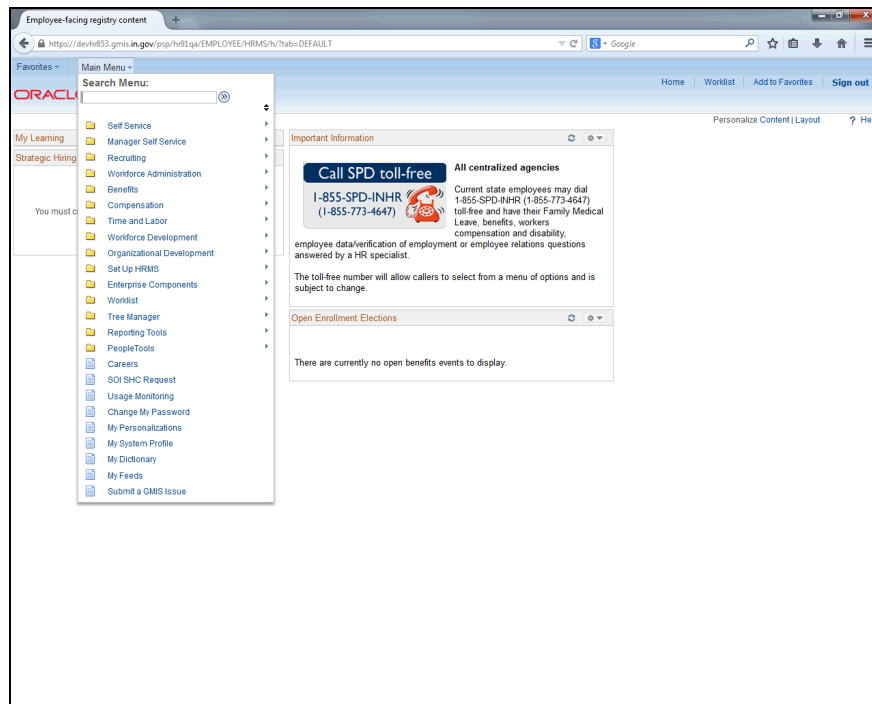
| Step | Action |
|------|---|
| 13. | <p>In the Search Results section, click the Checkbox for the profile sequence you want to run.</p> <p>NOTE: The highest profile sequence is the most recent application submitted. To sort the results, click the Profile Sequence column header.</p>  |
| 14. | <p>Click the Add Selected button.</p>  |
| 15. | <p>The selected application(s) will appear in the 'Application Print List'.</p> <p>Click the Run button.</p>  |
| 16. | <p>Ensure the Type field shows 'Web' and the Format field shows 'PDF'.</p> <p>Click the OK button.</p>  |
| 17. | <p>Click the Process Monitor link.</p>  |
| 18. | <p>Click the Refresh button until you see 'Success' in the Run Status column and 'Posted' in the Distribution Status column.</p>  |
| 19. | <p>When the status shows 'Success' and 'Posted' click the Details link.</p>  |
| 20. | <p>Click the View Log/Trace link.</p>  |
| 21. | <p>Click the File List Name ending in ".pdf" to review the application in the report.</p>  |
| 22. | <p>A new window will open with the PDF report containing the selected candidate application(s).</p> <p>NOTE: Answers to open ended questions will also appear on the application.</p> |
| 23. | End of Procedure. |

Manage Applicants Page



From the Manage Applicants page of your posting, you can:


- View applicant information prior to the job bank expiration date
- View contact details
- View resumes, if applicable
- Determine whether or not an applicant attached a DD214
- View the full list of applicants

Procedure



| Step | Action |
|------|--|
| 1. | From the Main Menu, click the Recruiting link. Recruiting |
| 2. | Click the Browse Job Openings menu. Browse Job Openings |
| 3. | Click the appropriate Posting Title . |
| 4. | The Applicant Status column denotes whether an applicant is a current state of Indiana employee or is an external applicant. |

| Step | Action |
|------|---|
| 5. | <p>The Disposition column indicates where the applicant is in the process:</p> <p>Draft: Applicant hasn't successfully applied to the position. Applicants in draft will not go through the automated screening process.</p> <p>Applied: Applicant has successfully applied for the position.</p> <p>Route: Applicants have been sent to the hiring manager for review.</p> <p>Failed Prescreening: Applicant answered at least one of the prescreen questions incorrectly and was not permitted to submit an application for this position.</p> <p>Preliminary Offer Decided: HR has initiated the automated background check process for this candidate.</p> <p>Offer: HR has created and sent the official offer letter to this candidate.</p> <p>Offer Accepted: HR has begun to finalize the hiring process for this candidate.</p> <p>Ready to Hire: HR has finalized the hiring process for this candidate.</p> <p>Hired: This candidate has officially been hired in PeopleSoft.</p> <p>Withdrawn: This candidate has withdrawn himself from consideration.</p> <p>Not Selected: Most likely, this candidate has been hired for a different position since having submitted his application for your position.</p> <p>Additionally, individuals listed on the Hiring Team have the ability to manually change the disposition of any candidate to Not Selected.</p> <p>This typically happens when the hiring manager has reviewed or interviewed the candidate and has determined that he/she isn't a good fit for the position. Contact your recruiter for instructions.</p> |
| 6. | <p>If there is an icon in the Resume column, the candidate supplied a resume with this application. Resumes are optional for the candidate to provide and should be reviewed in conjunction with the employment application.</p> <p>Click the Resume icon to view the resume.</p>  |
| 7. | <p>For vacancies in a classified position, the hiring manager is required to interview at least one veteran that meets the preferred experience for the position if the veteran has attached his/her DD214. Hiring managers can quickly see which candidates to consider by using the Veteran and Application columns. Applicants with a "Yes" in the Veteran column have indicated they are an honorably separated veteran.</p> |
| 8. | <p>To verify whether or not a candidate attached a DD214 as instructed for veteran preference consideration, click the Application graphic.</p>  |
| 9. | <p>Scroll to the Attachment section to verify that a DD214 has been attached by the applicant. Should you need to review the DD214 or any other attachment included by the applicant, contact your recruiter.</p> <p>NOTE: Information on this page is limited to individuals with recruiter access.</p> |

| Step | Action |
|------|---|
| 10. | <p>An icon in the Former Employee column indicates that the applicant is a former employee and denotes whether or not that candidate is eligible for rehire.</p> <p>The blue person icon indicates that this former employee left under favorable conditions and is considered eligible for rehire.</p> <p>The yellow caution icon indicates that the former employee did not leave under favorable conditions and is not eligible for rehire with the agency from which he/she left. Should you wish to consider this person for your position, contact your Human Resources department for further clarification.</p> |
| 11. | If you see a Caution icon in the Review Column this means that the applicant indicated that they have been arrested or convicted of a crime that hasn't been expunged or sealed by a court. |
| 12. | <p>Click the Caution Icon graphic to review the details of the arrest or conviction as listed by the applicant.</p> <p>Then click the Return button.</p>  |
| 13. | To find contact details for a specific applicant, click the Applicant Name . |
| 14. | <p>The contact information for the candidate can be reviewed at the top of this page. To return to the full list of applicants, click the Applicant List link.</p> <p>Applicant List</p> |
| 15. | End of Procedure. |

Manage Interviews

This section is used by Hiring Managers to record interview schedules and subsequent interview evaluations for candidates of interest. For most agencies this is an optional feature; however, please note that if interview schedules/interview evaluations are not recorded within PeopleSoft, all documents related to the Application File must be kept for all individuals interviewed for three (3) years per the Applicant File retention schedule, Record Series Number 84-1020. (Reference:

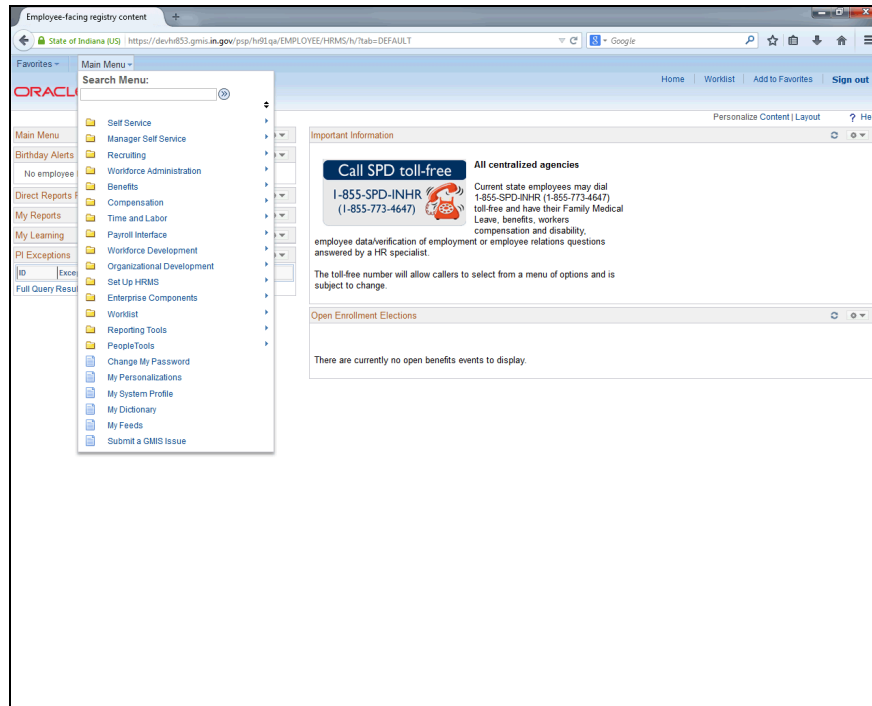
http://www.in.gov/apps/icpr/retention/icpr_retention> Personnel, Department of > Employment Administration Division> Application File)





It is recommended that the hiring manager, or a designee of the hiring manager, contact each candidate of interest via phone to discuss interview scheduling options that are appropriate for all parties. The hiring manager should then record the scheduled interview date and time within in the posting for each candidate. Once the interview has been conducted, the hiring manager should enter objective interview notes into the Interview Evaluation tool for each candidate.

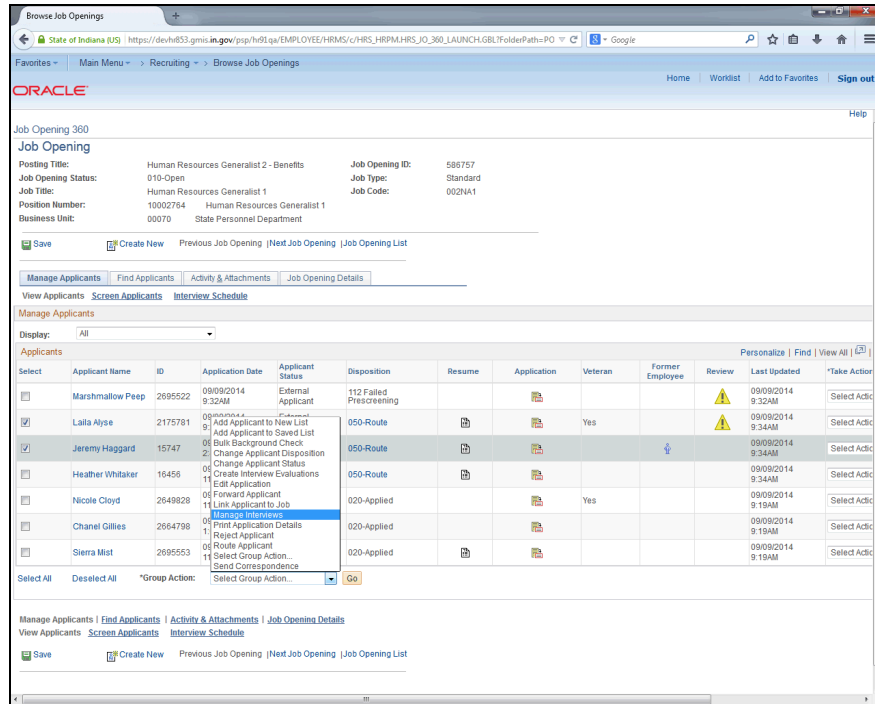
Manage Interview Schedule

This section is used by the Hiring Manager to reflect applicants chosen to be interviewed. In this topic you will learn how to create interview schedules within PeopleSoft for each interviewee after acceptance of the verbal interview invitation.

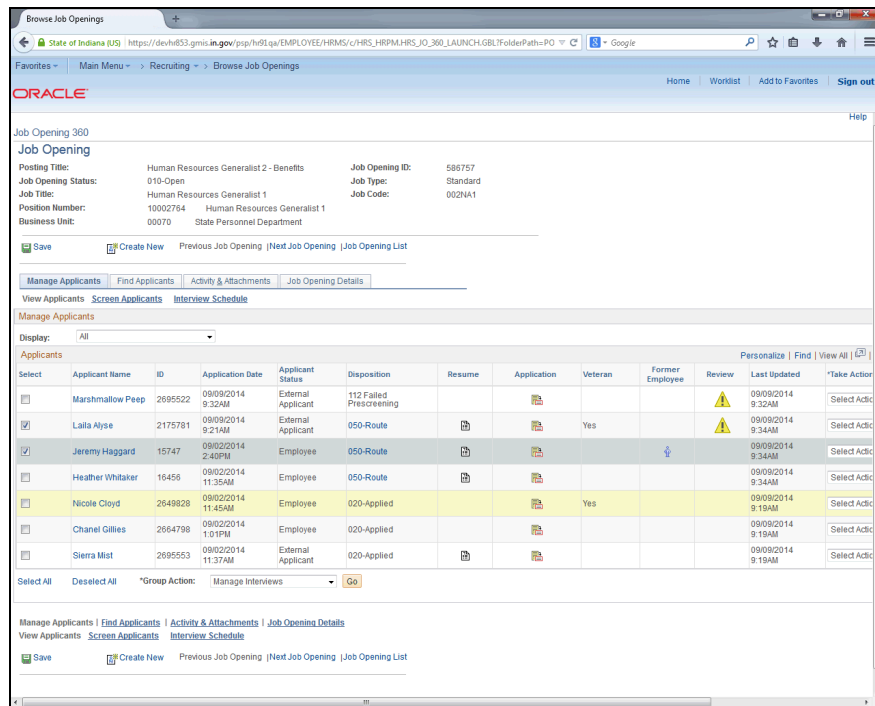
Procedure







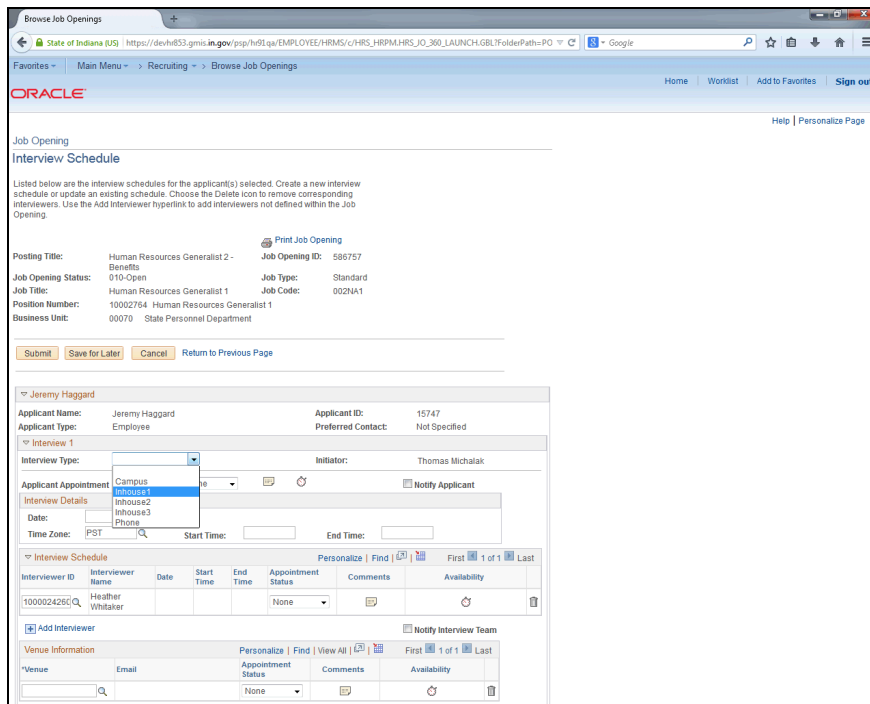
| Step | Action |
|------|--|
| 1. | From Main Menu, click the Recruiting link.  |
| 2. | Click the Browse Job Openings list item.  Browse Job Openings |
| 3. | Locate the appropriate Job Opening and click the title. |
| 4. | Click the Checkbox next to each applicant you plan to interview. NOTE: Applicants should be notified of an interview via phone conversation. The steps in this module are simply confirming in PeopleSoft what has already been confirmed via phone with each candidate.  |
| 5. | Click the drop down box for Group Action .  |




| Step | Action |
|------|---|
| 6. | Click the Manage Interviews list item. Manage Interviews |



| Step | Action |
|------|--|
| 7. | Click the Go button.  |
| 8. | Click the Expand section button. This is located next to the applicant's name.  |
| 9. | Click the Expand section button next to Interview 1 .  |
| 10. | Click in the Interview Type field drop down menu button.  |



| Step | Action |
|------|--|
| 11. | Click the Inhouse 1 list item.  |

Browse Job Openings

State of Indiana | https://dev.h833.gmis.in.gov/pup/h01qa/EMPLOYEE/HRMS/c/HRMS_HRPM_HRS_JO_360_LAUNCH.GBL?FolderPath=PO

Oracle

Home | Worklist | Add to Favorites | Sign out

Job Opening

Interview Schedule

Listed below are the interview schedules for the applicant(s) selected. Create a new interview schedule or update an existing schedule. Choose the Delete icon to remove corresponding interviewers. Use the Add Interviewer hyperlink to add interviewers not defined within the Job Opening.

Print Job Opening

Posting Title: Human Resources Generalist 2 - Benefits Job Opening ID: 586757

Job Opening Status: 010-Open Job Type: Standard

Job Title: Human Resources Generalist 1 Job Code: 002NA1

Position Number: 10002754 Human Resources Generalist 1

Business Unit: 00070 State Personnel Department

Submit Save for Later Cancel Return to Previous Page

▼ Jeremy Haggard

Applicant Name: Jeremy Haggard Applicant ID: 15747

Applicant Type: Employee Preferred Contact: Not Specified

▼ Interview 1

Interview Type: Inhouse1 Initiator: Thomas Michalak

Applicant Appointment Status: None Notify Applicant

Interview Details

Date: Time Zone: PST Start Time: End Time:

▼ Interview Schedule

Personalize | Find | First 1 of 1 Last


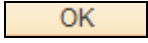
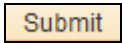
| Interviewer ID | Interviewer Name | Date | Start Time | End Time | Appointment Status | Comments | Availability |
|----------------|------------------|------|------------|----------|--------------------|----------|--------------|
| 100002426 | Heather Whitaker | | | | None | | |

Add Interviewer Notify Interview Team

Venue Information

Personalize | Find | View All | First 1 of 1 Last

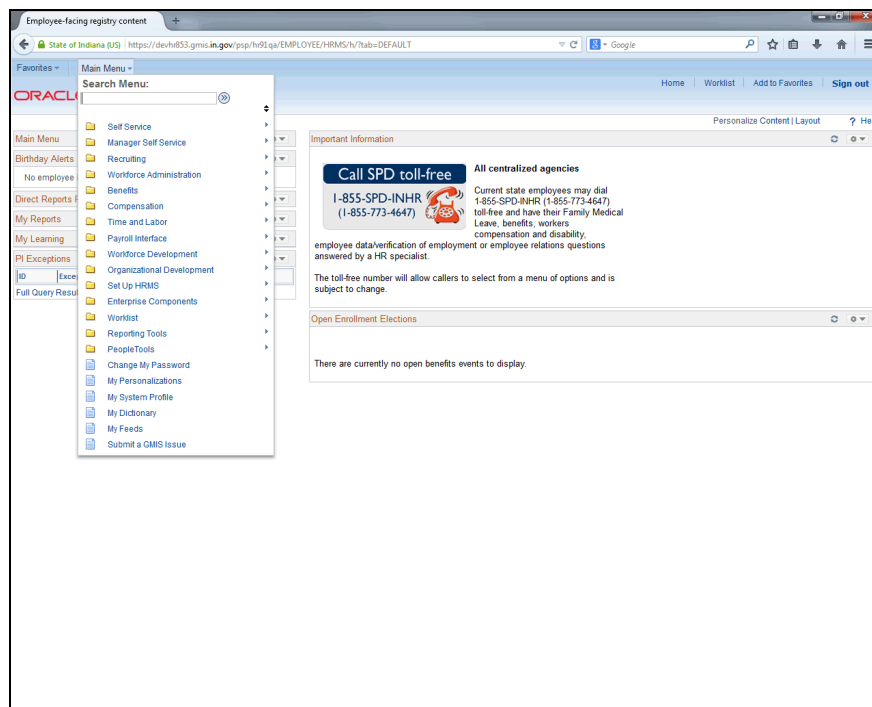
| Venue | Email | Appointment Status | Comments | Availability |
|-------|-------|--------------------|----------|--------------|
| | | None | | |

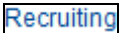
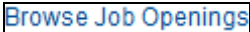


| Step | Action |
|------|--|
| 12. | Enter the desired information into the Date field. |
| 13. | Enter the desired information into the Start Time field. |
| 14. | Tab out of the field. Press [Tab] . |
| 15. | Enter the desired information into the End Time field. |
| 16. | Tab out of the field. Press [Tab] . |
| 17. | The employee ID of the Recruiter defaults in this field. Click the Trash Can icon to delete this person.  |
| 18. | Click the OK button.  |
| 19. | Enter your Employee ID number into the Interviewer ID field. |
| 20. | If you added more than one applicant to this process, scroll to the next candidate's name and repeat the steps above with appropriate interview information. |
| 21. | Once all information has been added for each candidate, click the Submit button.  |
| 22. | End of Procedure. |

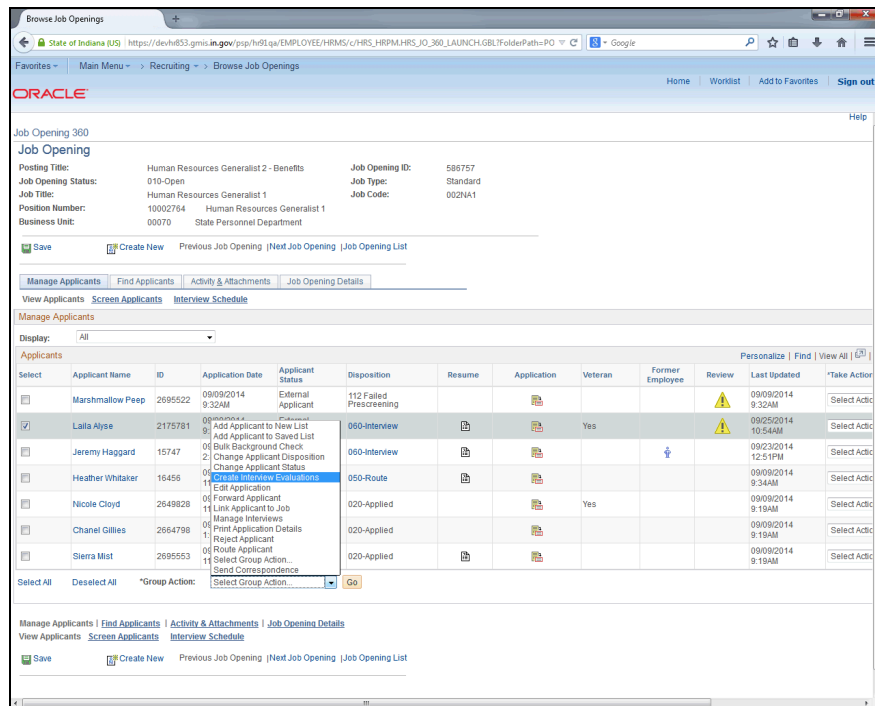
Create Interview Evaluation

This section is used by the Hiring Manager and/or interview team to document interview notes. In this topic you will learn how to enter interview notes and ratings for each candidate interviewed. Adding Interview notes into PeopleSoft is optional; however, should you choose to not utilize this function, all interviewers must keep all interview notes for three (3) years per the Applicant File retention schedule, Record Series Number 84-1020.

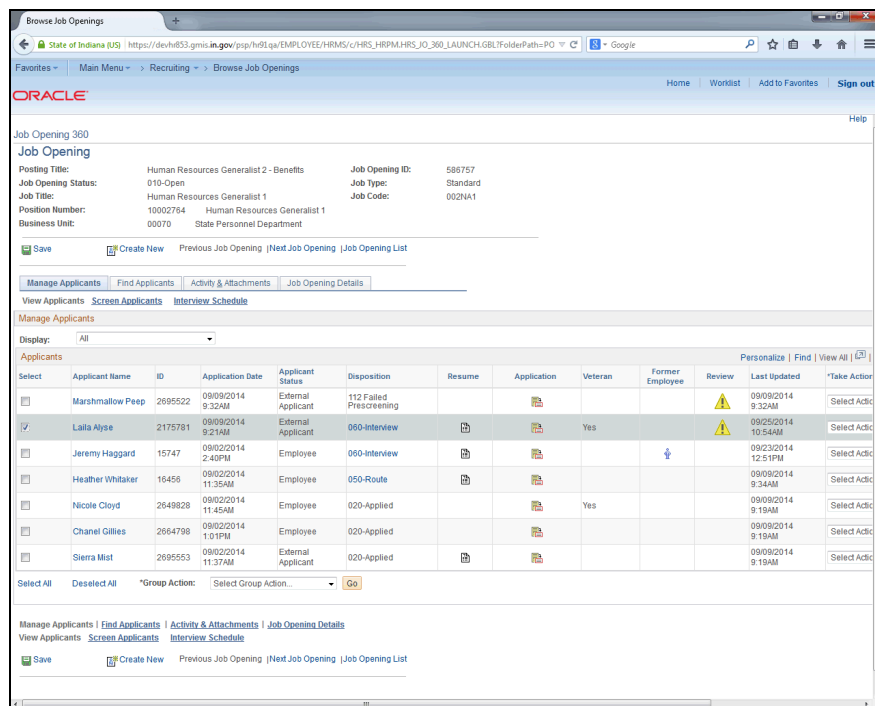
Procedure





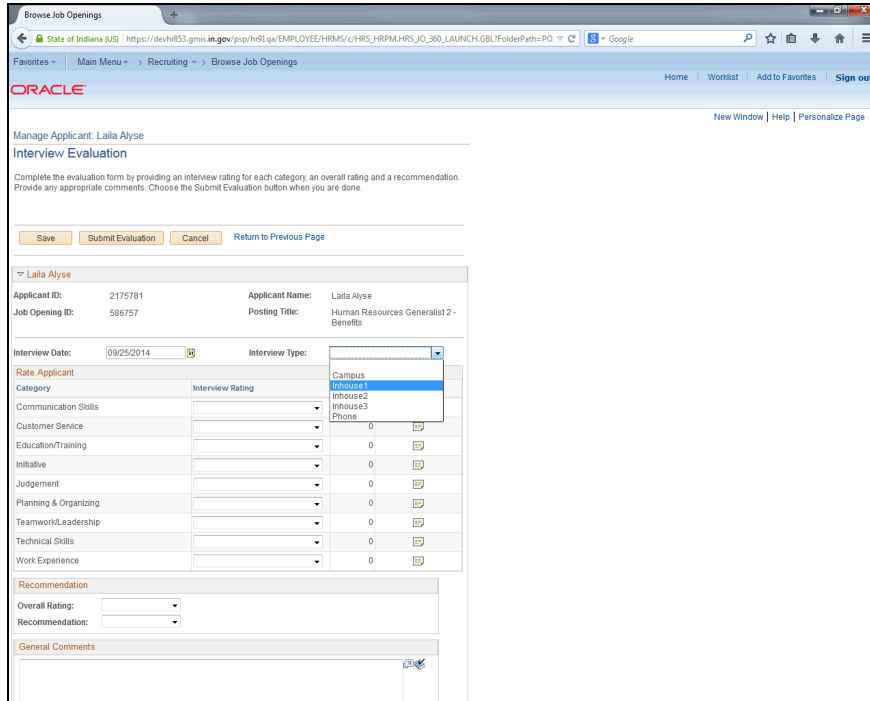
| Step | Action |
|------|--|
| 1. | From the Main Menu, click the Recruiting link.  |
| 2. | Click the Browse Job Openings menu.  |
| 3. | Locate the appropriate Job Opening and click on the title. |
| 4. | Click the Checkbox next to the appropriate candidate(s).  |
| 5. | If you only need to enter an interview evaluation for one candidate, select that candidate's checkbox, click the Select Action drop down menu in the Take Action column for that candidate and select Create Interview Evaluation. For this example, click the drop down box for Group Action .  |



| Step | Action |
|------|--|
| 6. | Click the Create Interview Evaluations list item. |



| Step | Action |
|------|--|
| 7. | Click the Go button.  |
| 8. | Click the Interview Type drop down menu.  |



Browse Job Openings

State of Indiana [US] https://devh853.gmis.in.gov/pdp/hd01gw/EMPLOYEE/HRMS/c/HRM_HRPM_HRS_JO_360_LAUNCH.GBL?FolderPath=PO

Oracle

Manage Applicant: Laila Alyse

Interview Evaluation

Complete the evaluation form by providing an interview rating for each category, an overall rating and a recommendation. Provide any appropriate comments. Choose the Submit Evaluation button when you are done.

Save Submit Evaluation Cancel Return to Previous Page

Laila Alyse

Applicant ID: 2175781 Applicant Name: Laila Alyse

Job Opening ID: 586757 Posting Title: Human Resources Generalist 2 - Benefits

Interview Date: 09/25/2014 Interview Type: **Inhouse1**

Rate Applicant


| Category | Interview Rating |
|-----------------------|------------------|
| Communication Skills | 0 |
| Customer Service | 0 |
| Education/Training | 0 |
| Initiative | 0 |
| Judgement | 0 |
| Planning & Organizing | 0 |
| Teamwork/Leadership | 0 |
| Technical Skills | 0 |
| Work Experience | 0 |

Recommendation

Overall Rating: **Inhouse1**

Recommendation: **Inhouse1**

General Comments

| Step | Action |
|------|--|
| 9. | Click the Inhouse 1 list item.  |

Browse Job Openings

State of Indiana | https://dev-h833.gmis.in.gov/pup/h01qa/EMPLOYEE/HRMS/c/HRM_HRPM_HRS_JO_360_LAUNCH.GBL?FolderPath=PO

Oracle

Manage Applicant: Laila Alyse

Interview Evaluation

Complete the evaluation form by providing an interview rating for each category, an overall rating and a recommendation. Provide any appropriate comments. Choose the Submit Evaluation button when you are done.

Save Submit Evaluation Cancel Return to Previous Page

Laila Alyse

Applicant ID: 2175781 Applicant Name: Laila Alyse
Job Opening ID: 586757 Posting Title: Human Resources Generalist 2 - Benefits

Interview Date: 09/25/2014 Interview Type: Inhouse1

Rate Applicant

| Category | Interview Rating | Score | Comments |
|-----------------------|------------------|-------|----------|
| Communication Skills | | 0 | |
| Customer Service | | 0 | |
| Education/Training | | 0 | |
| Initiative | | 0 | |
| Judgement | | 0 | |
| Planning & Organizing | | 0 | |
| Teamwork/Leadership | | 0 | |
| Technical Skills | | 0 | |
| Work Experience | | 0 | |

Recommendation

Overall Rating:
Recommendation:
General Comments:

| Step | Action |
|------|---|
| 10. | <p>For each list item in the Interview Rating column, choose the rating that reflects the applicant's response to each corresponding interview question.</p> <p>NOTE: A numeric score will populate based on the interview rating chosen.</p> <div></div> |

Browse Job Openings

State of Indiana |g| https://devh853.gmis.in.gov/ppp/hd1ga/EMPLOYEE/HRMS/c/HRM_HRPM_HRS_JO_360_LAUNCH.GBL?FolderPath=PO

Oracle

Manage Applicant: Laila Alyse

Interview Evaluation

Complete the evaluation form by providing an interview rating for each category, an overall rating and a recommendation. Provide any appropriate comments. Choose the Submit Evaluation button when you are done.

Save Submit Evaluation Cancel Return to Previous Page

Laila Alyse

Applicant ID: 2175781 Applicant Name: Laila Alyse
Job Opening ID: 586757 Posting Title: Human Resources Generalist 2 - Benefits

Interview Date: 09/25/2014 Interview Type: Inhouse1

Rate Applicant

| Category | Interview Rating | Score | Comments |
|-----------------------|------------------|-------|----------|
| Communication Skills | Average | 0 | |
| Customer Service | Excellent | 0 | |
| Education/Training | Unsatisfactory | 0 | |
| Initiative | | 0 | |
| Judgement | | 0 | |
| Planning & Organizing | | 0 | |
| Teamwork/Leadership | | 0 | |
| Technical Skills | | 0 | |
| Work Experience | | 0 | |

Recommendation

Overall Rating:
Recommendation:
General Comments:

| Step | Action |
|------|---|
| 11. | Click Average from the drop down menu. |

Browse Job Openings

State of Indiana |g| https://devh853.gmis.in.gov/ppp/hd1ga/EMPLOYEE/HRMS/c/HRM_HRPM_HRS_JO_360_LAUNCH.GBL?FolderPath=PO

Oracle

Manage Applicant: Laila Alyse

Interview Evaluation

Complete the evaluation form by providing an interview rating for each category, an overall rating and a recommendation. Provide any appropriate comments. Choose the Submit Evaluation button when you are done.

Save Submit Evaluation Cancel Return to Previous Page

Laila Alyse

Applicant ID: 2175781 Applicant Name: Laila Alyse
Job Opening ID: 586757 Posting Title: Human Resources Generalist 2 - Benefits



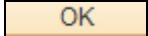
Interview Date: 09/25/2014 Interview Type: Inhouse1

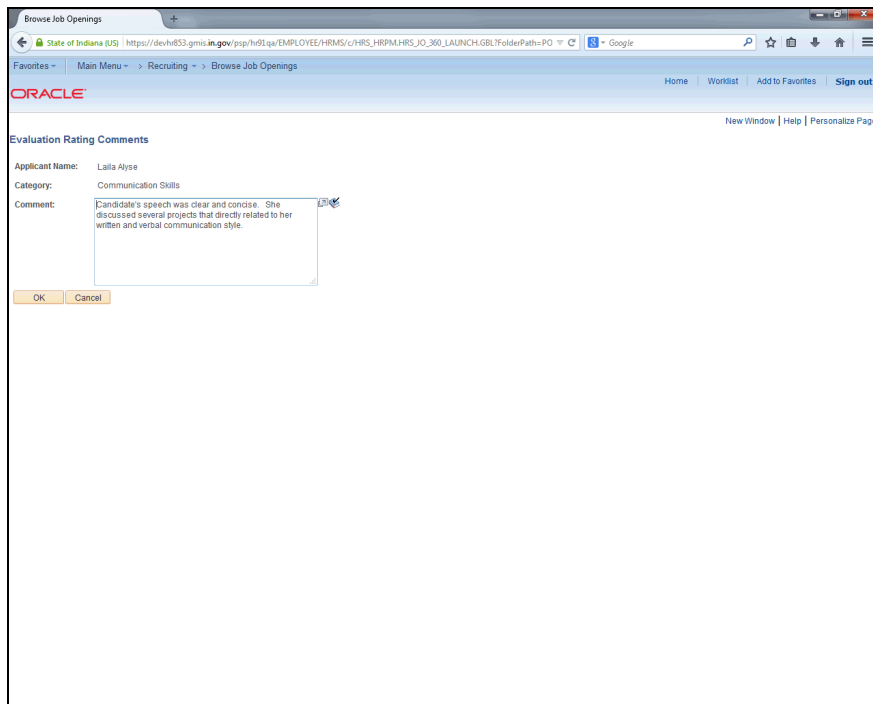
Rate Applicant

| Category | Interview Rating | Score | Comments |
|-----------------------|------------------|-------|----------|
| Communication Skills | Average | 5 | |
| Customer Service | | 0 | |
| Education/Training | | 0 | |
| Initiative | | 0 | |
| Judgement | | 0 | |
| Planning & Organizing | | 0 | |
| Teamwork/Leadership | | 0 | |
| Technical Skills | | 0 | |
| Work Experience | | 0 | |

Recommendation

Overall Rating:
Recommendation:
General Comments:

| Step | Action |
|------|--|
| 12. | For each list item, enter objective comments by clicking the Comments icon.  |
| 13. | Example for comments in the Communication Skills list item: "Candidate's speech was clear and concise. She discussed several projects that directly related to her written and verbal communication skills." |
| 14. | Click the Spell Check Comment icon and make any necessary corrections.  |
| 15. | Click the OK button.  |



Browse Job Openings

State of Indiana (US) | https://devhr853.gmis.in.gov/psp/hrd91qa/EMPLOYEE/HRMS/c/HRMS_HRPM1-HRS_JO_360_LAUNCH1.GBL?FolderPath=PO

Oracle

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Personalize Page

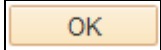
Evaluation Rating Comments

Applicant Name: Laila Alyse

Category: Communication Skills

Comment: [Candidate's speech was clear and concise. She discussed several projects that directly related to her written and verbal communication style.]

OK Cancel

| Step | Action |
|------|--|
| 16. | Click the Ok button.  |

Browse Job Openings

State of Indiana | https://dev/h833.gmis.in.gov/pip/hd01qa/EMPLOYEE/HRMS/c/HRM_HRPM_HRS_JO_360_LAUNCH.GBL?FolderPath=PO

Oracle

Manage Applicant: Laila Alyse

Interview Evaluation

Complete the evaluation form by providing an interview rating for each category, an overall rating and a recommendation. Provide any appropriate comments. Choose the Submit Evaluation button when you are done.

Save Submit Evaluation Cancel Return to Previous Page

▼ Laila Alyse

Applicant ID: 2175781 Applicant Name: Laila Alyse
Job Opening ID: 586757 Posting Title: Human Resources Generalist 2 - Benefits

Interview Date: 09/25/2014 Interview Type: Inhouse1

Rate Applicant

| Category | Interview Rating | Score | Comments |
|-----------------------|------------------|-------|----------|
| Communication Skills | Average | 5 | |
| Customer Service | Average | 5 | |
| Education/Training | Excellent | 10 | |
| Initiative | Average | 5 | |
| Judgement | Excellent | 10 | |
| Planning & Organizing | Average | 5 | |
| Teamwork/Leadership | Average | 5 | |
| Technical Skills | Average | 5 | |
| Work Experience | Excellent | 10 | |

Recommendation

Overall Rating:
Recommendation:
General Comments:
Answered all questions with examples |

Save Submit Evaluation Cancel Return to Previous Page

| Step | Action |
|------|--|
| 17. | If you have additional objective comments regarding the overall interview, enter them into the General Comments field. |

Browse Job Openings

State of Indiana | https://dev/h833.gmis.in.gov/pip/hd01qa/EMPLOYEE/HRMS/c/HRM_HRPM_HRS_JO_360_LAUNCH.GBL?FolderPath=PO

Oracle

Manage Applicant: Laila Alyse

Interview Evaluation

Complete the evaluation form by providing an interview rating for each category, an overall rating and a recommendation. Provide any appropriate comments. Choose the Submit Evaluation button when you are done.

Save Submit Evaluation Cancel Return to Previous Page

▼ Laila Alyse

Applicant ID: 2175781 Applicant Name: Laila Alyse
Job Opening ID: 586757 Posting Title: Human Resources Generalist 2 - Benefits

Interview Date: 09/25/2014 Interview Type: Inhouse1



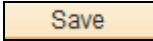
Rate Applicant

| Category | Interview Rating | Score | Comments |
|-----------------------|------------------|-------|----------|
| Communication Skills | Average | 5 | |
| Customer Service | Average | 5 | |
| Education/Training | Excellent | 10 | |
| Initiative | Average | 5 | |
| Judgement | Excellent | 10 | |
| Planning & Organizing | Average | 5 | |
| Teamwork/Leadership | Average | 5 | |
| Technical Skills | Average | 5 | |
| Work Experience | Excellent | 10 | |

Recommendation


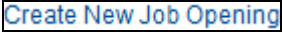
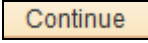
Overall Rating:
Recommendation:
General Comments:
Answered all questions with examples |

Save Submit Evaluation Cancel Return to Previous Page

| Step | Action |
|------|---|
| 18. | Click the Overall Rating field drop down menu button. Choose the rating which best represents the overall interview evaluation.  |
| 19. | Click the Recommendation field drop down menu button. Choose the recommendation that represents the overall interview evaluation.  |
| 20. | <p>Do not click the Submit Evaluation button. As previously noted, interview evaluations become part of the applicant file and thus part of public record. If you click Submit, we are unable to edit this information if it becomes necessary.</p> <p>Instead, click the Save button once the evaluation has been entered.</p> <p>NOTE: There is no need to submit the final evaluation even after the final candidate has begun employment. Saving the evaluation is a sufficient final step in this process.</p>  |
| 21. | End of Procedure. |

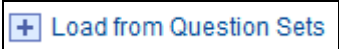
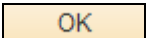

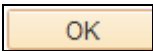


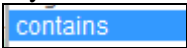
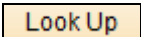
Appendices: Job Aids/Quick Step Guides

Appendix A: Create Job Bank Posting

| Step | Action |
|------|--|
| 1. | From the Main Menu, click the Recruiting link.  |
| 2. | Click the Create New Job Opening link.  |
| 3. | In the Business Unit Field, enter your agency Business Unit. |
| 4. | Press [Tab] to populate the information. |
| 5. | In the position field, enter the position number (PCN) for the vacancy. NOTE: The position number must be approved by the Strategic Hiring Committee (SHC). |
| 6. | Press [Tab] . |
| 7. | Click the Continue button.  |
| 8. | <p>Review the information on this tab.</p> <p>If you have more than one approved position number (PCN) within the same division that have the same job code and job description you are welcome to include all PCN's on one posting so as to only have one applicant pool from which to select candidates.</p> <p>To add more than one approved PCN, enter the appropriate amount of approved PCN's in the Target Openings field. Press the Tab button. You will receive a warning message that headcount is different from position, click OK. Scroll to the section for positions and click on the Add Positions link. Click on the magnifying glass. In the Position Number field, enter the next position number that has been approved by the SHC. Click OK. To add more position numbers follow these steps until all approved positions have been added. Make sure the number in the Target Openings match the number of position numbers you have entered into the list.</p> |
| 9. | <p>Review the information on this tab.</p> <p>If this is a field position, it may not have an associated Recruiting Location or you may wish to add more than one recruiting location. If there is not a recruiting location listed, click the magnifying glass icon to find an appropriate location. To add more than one recruiting location, contact your recruiter. No changes are necessary if there is already a Recruiting Location listed.</p> |
| 10. | OPTIONAL: At the bottom of the page, enter the name of the Employees Being Replaced exactly as it is in PeopleSoft. Click the magnifying glass icon to search by Employee ID if necessary. |



| Step | Action |
|------|--|
| 11. | Click the Next Step link. Next Step |
| 12. | Review the information on the Min Requirements page; however, make no changes. Click the Next Step link. Next Step |
| 13. | The Recruiter will add appropriate information, if necessary, on the Competencies page. Click the Next Step link. Next Step |
| 14. | This Posting Title was entered when the vacancy request was submitted to the Strategic Hiring Committee. For this example, Click the Human Resources Generalist 2--Benefits link. NOTE: You <u>must</u> click the link before clicking 'Save as Draft' or 'Save and Submit'. Otherwise, the posting information added during the vacancy request process will not populate. |
| 15. | Review the pre-populated information listed in the sections on this page: Posting Title, Equal Employment Opportunity, Benefits, Preferred Experience, Responsibilities (if listed), and Job Description. Edit as necessary; however, all full-time postings should include each of these sections with the exception of Responsibilities. If no Responsibilities are listed/need to be listed for this posting, you can remove this section by clicking the trash can icon in the top right corner of the Responsibilities section. NOTE: All sections will default with a view of Internal and External meaning any applicant can apply. Should you wish the posting to be viewed by only internal State employees, change all sections to Internal Only. External Only is not recommended. Internal applicants should always be given the opportunity to apply to all positions. NOTE: If nothing pre-populates on this page, this means that the position was submitted to the Strategic Hiring Committee as something other than as a Vacancy Request (i.e. reclassification, etc) or you've already clicked the 'Save as Draft' or 'Save and Submit' button. If your vacancy was submitted as something other than as a Vacancy Request, you will need to build your posting from scratch. Contact your recruiter for a quick step guide. If you had already clicked the 'Save as Draft' or 'Save and Submit' buttons, you will need to start over from step 1 of this Create New Job Opening process. |

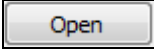
| Step | Action |
|------|---|
| 16. | <p>If necessary you can add a section that is not listed. Typical uses of other Posting Descriptions/Description Types:</p> <p>Additional Comments- Use this if there is something out of the ordinary about the job. For example, 'Successful candidate will be on call for 24 hours a day, three days a week.'</p> <p>Hire Salary- Use this if you have been authorized to hire above the minimum salary.</p> <p>Other Information- This field should only be an option for DNR and DOC per agency practice.</p> <p>To add a section that is not listed, click the Add Posting Descriptions link.</p> <p>Add Posting Descriptions</p> |
| 17. | Click the Visible list and select the option that matches the other sections. |
| 18. | <p>Click the Description Type list and select the appropriate option.</p> <p>For this example, select Additional Comments. Then add the additional information into the Description Field.</p> <p>Additional Comments</p> |
| 19. | After you have reviewed and/or edited all necessary posting information, scroll down to the Posting Destination section. |
| 20. | <p>Review the listed posting destinations and make changes if necessary. If no changes are made, your job opening will be posted to both internal and external candidates starting on the day the Recruiter approves the posting and will expire after 14 calendar days. If you would like to change the amount of time your job is posted to the job bank, change the Posting Duration (Days) section to a more appropriate number. Contact your agency Recruiter with questions.</p> <p>NOTE: If you changed your Visible fields to Internal Only, you will need to delete the line for External by clicking the trash can icon to the right of Posting Duration.</p> |
| 21. | <p>Click the Preview button to review the posting as an applicant will view it.</p> <p>Preview</p> |
| 22. | <p>Review the information on this page and then click the Return to Previous Page link.</p> <p>Return to Previous Page</p> |
| 23. | <p>Click the OK button.</p> <p>OK</p> |
| 24. | <p>Click the Next Step link.</p> <p>Next Step</p> |
| 25. | The Recruiter will add appropriate information on the Education/Experience page. |
| 26. | <p>Click the Next Step link.</p> <p>Next Step</p> |

| Step | Action |
|------|---|
| 27. | <p>All Core SOI Screening Questions have been added and should not be deleted.</p> <p>In an effort to better streamline the applicant pool, it is recommended that job specific screening questions be asked of each applicant. For best results, add a job category question set or individual job specific screening questions. For a full list of screening questions or to have questions and/or question sets added to the database, contact your Recruiter.</p> <p>Should you wish to add job specific question sets, click the Load from Question Sets link.</p> <p></p> |
| 28. | Scroll down to view the current question sets. |
| 29. | <p>Select the Check Box to the left of any relevant question set you wish to add to your posting.</p> <p>For this example select the Human Resources checkbox.</p> <p><input type="checkbox"/></p> |
| 30. | <p>Click the OK button.</p> <p></p> |
| 31. | <p>To view the questions once added, click the View Answers link to the right of the line that was added and then click Return.</p> <p>NOTE: To delete any unnecessary questions, click the Trash Can icon next to the question.</p> <p></p> |
| 32. | <p>If you've click the trash can icon to delete a question, you will then click the OK button to delete it.</p> <p></p> |
| 33. | <p>As a reminder, it is recommended that you add job specific screening questions in an effort to best streamline the applicant pool. For a full list of screening questions or to have questions added to the database, contact your agency Recruiter.</p> <p>Should you wish to add individual job specific screening questions, click the Add Screening Questions link.</p> <p></p> |
| 34. | <p>Click the Look up Question graphic to search for appropriate questions.</p> <p></p> |
| 35. | <p>Change the Long Description drop down to Contains and then enter the appropriate keywords into the blank field.</p> <p></p> |
| 36. | <p>Click the Look Up button.</p> <p></p> |


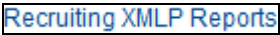
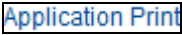
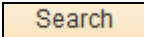


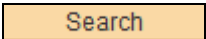
| Step | Action |
|------|--|
| 37. | Review the options presented and then click the appropriate Question link to add to posting. Travel within State |
| 38. | You should now see the question you just added. To add more individual screening questions, repeat the previous steps. |
| 39. | Click the Next Step link. Next Step |
| 40. | Review the individuals listed on the Hiring Team Page and make any necessary changes. NOTE: To add another Hiring Manager or Interested Party, click the Add Hiring Manager (or Add Interested Parties) link and enter the appropriate name in the field or use the magnifying glass icon to search. Individuals listed in the Hiring Manager field must have appropriate access in PeopleSoft. Contact your agency Recruiter with questions. Click the Save & Submit button. |
| 41. | Make note of the Job Opening ID at the top of the page. NOTE: Once you click the Save & Submit button, the individual listed as Recruiter will receive workflow to review the posting and approve. Individuals listed as Hiring Manager(s) and Interested Party(s) will receive workflow once the posting has been approved and is posted to the job bank. |
| 42. | End of Procedure. |

Appendix B: Workflow

| Step | Action |
|------|---|
| 1. | This is an example of one of the automated workflow messages which contains the list of routed applicants and a PDF attachment. The attachment contains the employment applications of each candidate routed to you by the Recruiter. Open the attachment to review the applications. Double-click the PDF Document link.  SOIBT001.pdf (65 KB) |
| 2. | You can review the applications digitally or print them from this document. |
| 3. | This is an example of the other automated workflow message which contains a spreadsheet listing all candidates that successfully submitted their application, whether they passed or failed screening, and their associated screening points. This email also details instructions regarding reviewing applications based on preferred experience and veterans' preference. |
| 4. | Double-click the Excel File link to open the spreadsheet containing the list of applicant information.  ScrRsfts_586780_2014-09-09_10.09.05.000000.csv (958 B) |



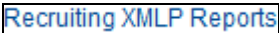
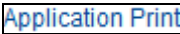
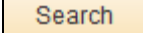


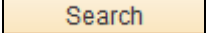

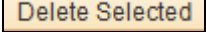

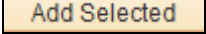
| Step | Action |
|------|---|
| 5. | Click the Open button.  |
| 6. | For your convenience, this spreadsheet contains the names of the applicants that passed screening, their associated screening points based on how they answered the screening questions, whether they are an internal state employee or an external applicant as well as their email address. You are welcome to sort and format this list if necessary. NOTE: An 'X' in the Review field means that the applicant indicated that they have been arrested or convicted of a crime that hasn't been expunged or sealed by a court. You can view the information they listed in the conviction section via their application or from the Manage Applicants page of the posting. |
| 7. | End of Procedure. |

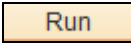




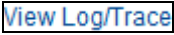
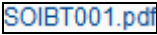
Appendix C: Application Report by Job ID

| Step | Action |
|------|--|
| 1. | From the Main Menu, click the Reporting Tools link.  |
| 2. | Click in the SOI XML Reports field.  |
| 3. | Click in the Recruiting XMLP Reports field.  |
| 4. | Click the Application Print menu.  |
| 5. | Enter your Run Control ID and click the Search button. NOTE: If you've never processed reports within PeopleSoft, you can create a Run Control ID by clicking the Add a New Value tab; enter any word and then click Add . |
| 6. | Click the Search button.  |
| 7. | In the Search Criteria section, choose Job Opening ID in the Search Type drop down box. Click the Search Type list.  |
| 8. | Click the Job Opening ID value.  |
| 9. | Enter the Job Opening ID in the Search Value box. |
| 10. | Click the Search button.  |


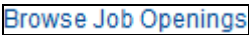
| Step | Action |
|------|--|
| 11. | <p>The applicants that are associated with this particular job opening ID appear in the Search Results field.</p> <p>In the Applicant Print List, click in the box to the left of any applicant names that you do not want processed in this report as candidates selected for previous reports will remain in the list until deleted.</p> <p>Click the Checkbox option next to the name(s) of the candidate you wish to remove.</p> <input type="checkbox"/> |
| 12. | <p>Click the Delete Selected button.</p> <input type="button" value="Delete Selected"/> |
| 13. | <p>In the Search Results section, click the Checkbox next to the names of the applicants you wish to review in your report.</p> <input type="checkbox"/> |
| 14. | <p>Click the Add Selected button.</p> <input type="button" value="Add Selected"/> |
| 15. | <p>The applicant names that have been selected will now appear in the 'Application Print List'.</p> <p>Click the Run button.</p> <input type="button" value="Run"/> |
| 16. | <p>Ensure the *Type field shows 'Web' and *Format field shows 'PDF'.</p> <p>Click the OK button.</p> <input type="button" value="OK"/> |
| 17. | <p>Click the Process Monitor link.</p> Process Monitor |
| 18. | <p>Click the Refresh button until you see 'Success' in the Run Status column and 'Posted' in the Distribution Status column.</p> <input type="button" value="Refresh"/> |
| 19. | <p>When the status shows 'Success' and 'Posted' click the Details link.</p> Details |
| 20. | <p>Click the View Log/Trace link.</p> View Log/Trace |
| 21. | <p>Select the File List Name ending in ".pdf" to review the application in the report.</p> SOIBT001.pdf |
| 22. | <p>A new window will open with the PDF report containing the selected candidate applications.</p> |
| 23. | <p>Answers to open ended questions will also appear on the applications.</p> |
| 24. | <p>End of Procedure.</p> |



Appendix D: Application Report by Applicant ID


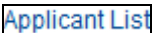
| Step | Action |
|------|---|
| 1. | From the Main Menu, click the Reporting Tools link.  |
| 2. | Click in the SOI XML Reports field.  |
| 3. | Click in the Recruiting XMLP Reports field.  |
| 4. | Click the Application Print menu.  |
| 5. | Enter your Run Control ID and click the Search button. NOTE: If you've never processed reports within PeopleSoft, you can create a Run Control ID by clicking the Add a New Value tab; enter any word and then click Add . |
| 6. | Click the Search button.  |
| 7. | In the Search Criteria section, choose Person ID in the Search Type drop down box. Click the Search Type list.  |
| 8. | Click the Person ID value.  |
| 9. | Enter the Person ID in the Search Value box. |
| 10. | Click the Search button.  |
| 11. | The applications that are associated with this particular applicant ID appear in the Search Results field. In the Applicant Print List, click in the box to the left of any applicant names that you do not want processed in this report as applications selected for previous reports will remain in the list until deleted. Click the Checkbox option next to the name(s) of the candidate you wish to remove.  |
| 12. | Click the Delete Selected button.  |
| 13. | In the Search Results section, click the Checkbox for the profile sequence you want to run. NOTE: The highest profile sequence is the most recent application submitted. To sort the results, click the Profile Sequence column header.  |
| 14. | Click the Add Selected button.  |

| Step | Action |
|------|---|
| 15. | The selected application(s) will appear in the 'Application Print List'. Click the Run button.  |
| 16. | Ensure the Type field shows 'Web' and the Format field shows 'PDF'. Click the OK button.  |
| 17. | Click the Process Monitor link.  |
| 18. | Click the Refresh button until you see 'Success' in the Run Status column and 'Posted' in the Distribution Status column.  |
| 19. | When the status shows 'Success' and 'Posted' click the Details link.  |
| 20. | Click the View Log/Trace link.  |
| 21. | Click the File List Name ending in ".pdf" to review the application in the report.  |
| 22. | A new window will open with the PDF report containing the selected candidate application(s). NOTE: Answers to open ended questions will also appear on the application. |
| 23. | End of Procedure. |






Appendix E: Manage Applicants Page







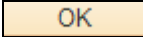
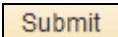
| Step | Action |
|------|--|
| 1. | From the Main Menu, click the Recruiting link.  |
| 2. | Click the Browse Job Openings menu.  |
| 3. | Click the appropriate Posting Title . |
| 4. | The Applicant Status column denotes whether an applicant is a current state of Indiana employee or is an external applicant. |

| Step | Action |
|------|---|
| 5. | <p>The Disposition column indicates where the applicant is in the process:</p> <p>Draft: Applicant hasn't successfully applied to the position. Applicants in draft will not go through the automated screening process.</p> <p>Applied: Applicant has successfully applied for the position.</p> <p>Route: Applicants have been sent to the hiring manager for review.</p> <p>Failed Prescreening: Applicant answered at least one of the prescreen questions incorrectly and was not permitted to submit an application for this position.</p> <p>Preliminary Offer Decided: HR has initiated the automated background check process for this candidate.</p> <p>Offer: HR has created and sent the official offer letter to this candidate.</p> <p>Offer Accepted: HR has begun to finalize the hiring process for this candidate.</p> <p>Ready to Hire: HR has finalized the hiring process for this candidate.</p> <p>Hired: This candidate has officially been hired in PeopleSoft.</p> <p>Withdrawn: This candidate has withdrawn himself from consideration.</p> <p>Not Selected: Most likely, this candidate has been hired for a different position since having submitted his application for your position.</p> <p>Additionally, individuals listed on the Hiring Team have the ability to manually change the disposition of any candidate to Not Selected.</p> <p>This typically happens when the hiring manager has reviewed or interviewed the candidate and has determined that he/she isn't a good fit for the position. Contact your recruiter for instructions.</p> |
| 6. | <p>If there is an icon in the Resume column, the candidate supplied a resume with this application. Resumes are optional for the candidate to provide and should be reviewed in conjunction with the employment application.</p> <p>Click the Resume icon to view the resume.</p>  |
| 7. | <p>For vacancies in a classified position, the hiring manager is required to interview at least one veteran that meets the preferred experience for the position if the veteran has attached his/her DD214. Hiring managers can quickly see which candidates to consider by using the Veteran and Application columns. Applicants with a "Yes" in the Veteran column have indicated they are an honorably separated veteran.</p> |
| 8. | <p>To verify whether or not a candidate attached a DD214 as instructed for veteran preference consideration, click the Application graphic.</p>  |
| 9. | <p>Scroll to the Attachment section to verify that a DD214 has been attached by the applicant. Should you need to review the DD214 or any other attachment included by the applicant, contact your recruiter.</p> <p>NOTE: Information on this page is limited to individuals with recruiter access.</p> |


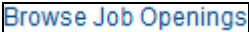

| Step | Action |
|------|---|
| 10. | <p>An icon in the Former Employee column indicates that the applicant is a former employee and denotes whether or not that candidate is eligible for rehire.</p> <p>The blue person icon indicates that this former employee left under favorable conditions and is considered eligible for rehire.</p> <p>The yellow caution icon indicates that the former employee did not leave under favorable conditions and is not eligible for rehire with the agency from which he/she left. Should you wish to consider this person for your position, contact your Human Resources department for further clarification.</p> |
| 11. | If you see a Caution icon in the Review Column this means that the applicant indicated that they have been arrested or convicted of a crime that hasn't been expunged or sealed by a court. |
| 12. | <p>Click the Caution Icon graphic to review the details of the arrest or conviction as listed by the applicant.</p>  |
| 13. | To find contact details for a specific applicant, click the Applicant Name . |
| 14. | <p>The contact information for the candidate can be reviewed at the top of this page. To return to the full list of applicants, click the Applicant List link.</p>  |
| 15. | End of Procedure. |





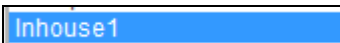




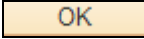
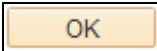
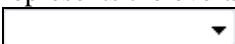
Appendix F: Manage Interview Schedule


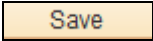
| Step | Action |
|------|--|
| 1. | <p>From Main Menu, click the Recruiting link.</p>  |
| 2. | <p>Click the Browse Job Openings list item.</p>  |
| 3. | Locate the appropriate Job Opening and click the title. |
| 4. | <p>Click the Checkbox next to each applicant you plan to interview.</p> <p>NOTE: Applicants should be notified of an interview via phone conversation. The steps in this module are simply confirming in PeopleSoft what has already been confirmed via phone with each candidate.</p>  |
| 5. | <p>Click the drop down box for Group Action.</p>  |
| 6. | <p>Click the Manage Interviews list item.</p>  |

| Step | Action |
|------|---|
| 7. | Click the Go button.  |
| 8. | Click the Expand section button. This is located next to the applicant's name.  |
| 9. | Click the Expand section button next to Interview 1 .  |
| 10. | Click in the Interview Type field drop down menu button.  |
| 11. | Click the Inhouse 1 list item.  |
| 12. | Enter the desired information into the Date field. |
| 13. | Enter the desired information into the Start Time field. |
| 14. | Tab out of the field. Press [Tab] . |
| 15. | Enter the desired information into the End Time field. |
| 16. | Tab out of the field. Press [Tab] . |
| 17. | The employee ID of the Recruiter defaults in this field. Click the Trash Can icon to delete this person.  |
| 18. | Click the OK button.  |
| 19. | Enter your Employee ID number into the Interviewer ID field. |
| 20. | If you added more than one applicant to this process, scroll to the next candidate's name and repeat the steps above with appropriate interview information. |
| 21. | Once all information has been added for each candidate, click the Submit button.  |
| 22. | End of Procedure. |

Appendix G: Create Interview Evaluation

| Step | Action |
|------|--|
| 1. | From the Main Menu, click the Recruiting link.  |
| 2. | Click the Browse Job Openings menu.  |
| 3. | Locate the appropriate Job Opening and click on the title. |
| 4. | Click the Checkbox next to the appropriate candidate(s).  |

| Step | Action |
|------|---|
| 5. | <p>If you only need to enter an interview evaluation for one candidate, select that candidate's checkbox, click the Select Action drop down menu in the Take Action column for that candidate and select Create Interview Evaluation.</p> <p>For this example, click the drop down box for Group Action.</p>  |
| 6. | <p>Click the Create Interview Evaluations list item.</p>  |
| 7. | <p>Click the Go button.</p>  |
| 8. | <p>Click the Interview Type drop down menu.</p>  |
| 9. | <p>Click the Inhouse 1 list item.</p>  |
| 10. | <p>For each list item in the Interview Rating column, choose the rating that reflects the applicant's response to each corresponding interview question.</p> <p>NOTE: A numeric score will populate based on the interview rating chosen.</p>  |
| 11. | <p>Click Average from the drop down menu.</p>  |
| 12. | <p>For each list item, enter objective comments by clicking the Comments icon.</p>  |
| 13. | <p>Example for comments in the Communication Skills list item: "Candidate's speech was clear and concise. She discussed several projects that directly related to her written and verbal communication skills."</p> |
| 14. | <p>Click the Spell Check Comment icon and make any necessary corrections.</p>  |
| 15. | <p>Click the OK button.</p>  |
| 16. | <p>Click the Ok button.</p>  |
| 17. | <p>If you have additional objective comments regarding the overall interview, enter them into the General Comments field.</p> |
| 18. | <p>Click the Overall Rating field drop down menu button. Choose the rating which best represents the overall interview evaluation.</p>  |

| Step | Action |
|------|---|
| 19. | <p>Click the Recommendation field drop down menu button. Choose the recommendation that represents the overall interview evaluation.</p>  |
| 20. | <p>Do not click the Submit Evaluation button. As previously noted, interview evaluations become part of the applicant file and thus part of public record. If you click Submit, we are unable to edit this information if it becomes necessary.</p> <p>Instead, click the Save button once the evaluation has been entered.</p> <p>NOTE: There is no need to submit the final evaluation even after the final candidate has begun employment. Saving the evaluation is a sufficient final step in this process.</p>  |
| 21. | End of Procedure. |